Microsoft Access 2010 Intermediate
Course Outline

Section 1 - Importing and Exporting

Import an Excel List
Import an Access Object
Import a Text File
Export Data to Excel

Section 2 - Creating Relationships

One-to-One Relationship
One-to-Many Relationship
Many-to-Many Relationship
Set Relationships
Referential Integrity
Remove Relationships
View Relationships in Subdatasheet

Section 3 - Advanced Queries

Query Types
Parameter Queries
Naming Conventions
Between Option
Calculations in Queries
Action Queries
Make-Table Query
Append Query
Update Query
Delete Query

Section 4 - Access Forms

Calculations in Forms
Property Sheet
Calculated Fields
Combo Boxes
Use the Control Wizard
Subforms

Section 5 - Creating Groups and Totals

Use Report Wizard to Create Groups
Sort and Group Button
Page Breaks in Reports
Add a Force New Page
Create Calculations in Reports
Create a Running Sum

Section 6 - Introduction to Macros

Create a New Macro
Create OpenQuery Macro
Execute Macros
Assign a Macro to a Button
Chain Macros
AutoExec Macro