

## ACCESS 2010 LEVEL 2

7 Hours

Familiarity with Windows Operating Systems and Access Required

### Working with Queries

Understanding the Different Types of Queries  
 Creating a Multiple Table Query  
 Creating a Calculated Field  
 Working with Expressions and the Expression Builder  
 Using an IIF Function  
 Summarizing Groups of Records  
 Display Top or Bottom Values  
 Parameter Queries  
 Finding Duplicate Records  
 Finding Unmatched Records  
 Crosstab Queries  
 Delete Queries  
 Append Queries  
 Make-Table Queries  
 Update Queries

### Working with Forms

Creating and Using a Form  
 Understand Form Views  
 Modifying a Form in Layout View  
 Form Design View Basics  
 Changing Tab Order  
 Working with Control Properties  
 Control Property Reference  
 Working with Form Properties  
 Form Property Reference  
 Changing a Control's Data Source  
 Creating a Subform  
 Modifying and Working with Subforms

### Working with Reports

Creating a Report  
 Adding a Logo  
 Working in Design View  
 Adjusting Page Margins and Orientation  
 Adding Page Numbers and Dates  
 Grouping and Sorting Records  
 Summarize Data Using Totals  
 Understanding Report Sections

### Formatting Forms and Reports

Formatting Fonts  
 Changing Text Alignment  
 Changing Colors  
 Applying Special Effects

Using Conditional Formatting  
 Adding Pictures, Lines, and Gridlines  
 Using AutoFormat

### Working with Macros

Creating and Running a Macro  
 Editing a Macro  
 Working with Macro Groups  
 Assigning a Macro to an Event  
 Creating Conditional Expressions  
 Assigning a Macro to a Keystroke Shortcut  
 Macro Action Reference

### Advanced Topics

Importing Information  
 Exporting Information  
 Linking Information from an External Source  
 Using Hyperlink Fields  
 Displaying Database Object Dependencies  
 Setting a Password in Access  
 Compacting and Repairing a Database

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