Microsoft Access 2010
Level 3

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**

The skills and knowledge acquired in Microsoft Access 2010 Level 3 are sufficient to design and create a multi-table database and automate operations using macros and have a general understanding of the programming environment in Microsoft Access 2010.

❖ **Learning Outcomes**

At the completion of Microsoft Access 2010 Level 3 you should be able to:

➢ design a relational database project
➢ create a relational database file with multiple tables
➢ set table relationships and join tables together
➢ create queries based on one or more tables
➢ create and work with aggregation queries
➢ create and use a series of action queries
➢ work with a number of macro techniques
➢ create some simple programming code using VBA

❖ **Target Audience**

This publication is primarily designed for people who need to know how to develop relational databases and automate operations in Microsoft Access 2010.

❖ **Prerequisites**

Microsoft Access 2010 Level 3 assumes some knowledge of the software and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

86 pages

❖ **Nominal Duration***

Levels publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ **Student Files**

Many of the topics in Microsoft Access 2010 Level 3 require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is INF1032.

❖ **Methodology**

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ **Companion Products**

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Wednesday, November 24, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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Level Series

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