INFOCUS COURSEWARE

Microsoft Access 2010
Module 2

WATSONIA PUBLISHING

Module Series

Order Code: INF1034   ISBN: 978-1-925121-66-7

❖ **General Description**

The skills and knowledge acquired in Microsoft Access 2007 Module 2 are sufficient to be able to use and operate the software at an advanced level.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ design and create a relational database file with multiple tables
➢ set table relationships and join tables together
➢ export records to and import records from a wide variety of sources and applications
➢ create queries based on one or more tables
➢ create and use parameter queries
➢ create calculated queries
➢ create and work with aggregation queries
➢ create and use a series of action queries
➢ modify and adapt an existing form according to specific needs
➢ create most of the forms you'll need using a combination of wizards and manual techniques
➢ create and use macros in **Access**
➢ work with a number of macro techniques
➢ create macros on forms
➢ understand and use a variety of tools that ensure the wellness of your database files
➢ create some simple programming code using **VBA**

❖ **Target Audience**

This publication is primarily designed for people who need to know how create fully relational databases, automate operations and perform complex queries in Microsoft Access 2010. It is ideal for people who have a need to record, query and report large quantities of data.

❖ **Prerequisites**

This publication assumes that you can create a database file, store and manage data, it would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.

❖ **Pages**

182 pages

❖ **Nominal Duration***

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ **Student Files**

Many of the topics in **Microsoft Access 2010 Module 2** 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 **INF1034**.

❖ **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 Tuesday, September 27, 2011 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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✓ Checking Object Dependencies
✓ Analysing Database Performance
✓ Documenting A Database

➢ **An Introduction To VBA**

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➢ **Concluding Remarks**