

**Course:****Access 2010: Intermediate, First Look Edition**

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**Course Details****Access 2010: Intermediate, First Look Edition****Course Number:** 1-4260-1982-3**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course builds on the skills and concepts taught in Access 2010: Basic. Students will learn how to normalize data, manage table relationships, and enforce referential integrity; work with Lookup fields and subdatasheets; create join queries, calculated fields, and summary values; add objects to forms and create advanced form types; print reports and labels; create and modify charts; and use PivotTables and PivotCharts.

**Outline****Unit 1: Relational databases**

- Topic A: Database normalization
- Topic B: Table relationships
- Topic C: Referential integrity

**Unit 2: Related tables**

- Topic A: Creating lookup fields
- Topic B: Modifying lookup fields
- Topic C: Subdatasheets

**Unit 3: Complex queries**

- Topic A: Joining tables in queries
- Topic B: Using calculated fields
- Topic C: Summarizing and grouping values

**Unit 4: Advanced form design**

- Topic A: Adding unbound controls
- Topic B: Adding graphics
- Topic C: Adding calculated values
- Topic D: Adding combo boxes
- Topic E: Advanced form types

**Unit 5: Reports and printing**

- Topic A: Customized headers and footers
- Topic B: Calculated values
- Topic C: Printing
- Topic D: Labels

**Unit 6: Charts**

- Topic A: Charts in forms
- Topic B: Charts in reports

**Unit 7: PivotTables and Pivot Charts**

- Topic A: PivotTables
- Topic B: Modifying PivotTables
- Topic C: Pivot Charts
- Topic D: PivotTable forms

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.