



Microsoft® Access (Level 3)

Description: Upon successful completion of this course, students will be able to: Organize data: creating and working with tables, constructing table layout, work with charts and graphs, create customized charts, work with organization charts, and customize diagrams. Implementing Audio Visual Effects: incorporate movies and animated GIFs, insert sound effects, and create voice narrations. Special Features and Custom Animation: create photo albums and implement animation. Executing your Presentation: Reviewing your presentation, finishing touches, and delivery options.

Lesson 1: Structuring Existing Data

- Restructure the Data in a Table
- Create a Junction Table
- Improve the Table Structure

Lesson 2: Writing Advanced Queries

- Create Subqueries
- Create Unmatched and Duplicate Queries
- Filter Records Using Criteria
- Summarize Data Using a Crosstab Query
- Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

- Create a Macro
- Attach a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

- Include a Chart in a Report
- Print Data in Columns
- Cancel Printing of a Blank Report
- Publish a Report as a PDF

Lesson 5: Maintaining an Access Database

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database