



Microsoft Access Advance Course Outline

Structuring Existing Data

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

Writing Advanced Queries

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

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

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

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