



Microsoft Access 2010

Level 3

INFOCUS COURSEWARE

Level Series

Order Code: INF1032

❖ **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 from 9.30am to 4.30pm.

❖ **Student Files**

All student files will be available to use during the training day and also after the training through the F1plus online workbook.

❖ **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.

❖ **After training support**

All the training material will be available for the delegate to use after the training day through our online workbook. Delegates will also have access to our online interactive course on this topic.

Product Information

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