

# Access 2010

## Advanced

### Course Outline

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#### Queries

- About Queries
- Update Query.
- Delete Query.
- Make Table Query.
- Append Query.
- Crosstab Query.
- Find Duplicates Query.
- Find Unmatched Records Query.
- One Variable Parameter Query.
- Two Variable Parameter Query.
- Using Wildcards In a Query:
- Maximum or Minimum Values In a Query.
- Using Calculated Fields That Perform Arithmetic Calculations.
- Grouping Information In a Query using Functions.

#### Forms

- Types of Form Controls
- Bound Controls Vs. Unbound Controls.
- Text Box.
- Combo Box.
- List Box.
- Check Box.
- Limit to List
- Distinct Values.
- Arithmetic Expressions.
- Logical Expressions.
- Modifying the Tab Order in a Form.
- Creating a Sub-Form.
- Linking a Sub-Form.

#### Reports

- Formatting Arithmetic Calculation Controls
- Applying a Running Sum For a Group or Over All
- Concatenating Fields within a Report.
- Inserting a Data Field In a Report Group.
- Inserting a Data Field In a Report Page.
- Inserting a Data Field In Report Headers and Footers.
- Sorting and Grouping Records In a Report By Field(S).
- Forcing Page Breaks For Groups In a Report.
- Creating a Linked Sub-Report.

#### Macros

- Creating Macros
- Assigning a Macro to a Command Button.
- Assigning a Macro to an Object.
- Assigning a Macro to a Control.

#### Linking Data

- Linking an Excel Workbook to a Database.
- Linking External Text Data In a TXT File
- Linking External Text Data In a CSV File
- Linking External Data to a Database using Existing Database Files.

#### Importing Data

- Importing an Excel file.
- Importing a CSV Text file
- Importing a TXT file
- Importing an XML file
- Importing an Database File