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Microsoft Access 2010

# Access 2010 Part 2 (Intermediate)

Training Fee: \$150.00 (plus tax) per person  
One Day Training

## Course Objectives



### Lesson 1: Designing a Relational Database

**Topic A:** Relational Database Design

**Topic B:** Create a Table

**Topic C:** Create Table Relationships

### Lesson 2: Joining Tables

**Topic A:** Create Query Joins

**Topic B:** Join Tables That Have No Common Fields

**Topic C:** Relate Data within a Table

**Topic D:** Work with Subdatasheets

**Topic E:** Create Subqueries

### Lesson 3: Organizing a Database for Efficiency

**Topic A:** Data Normalization

**Topic B:** Create a Junction Table

**Topic C:** Improve Table Structure

### Lesson 4: Sharing Data Across Applications

**Topic A:** Import Data into Access

**Topic B:** Export Data to Text File Formats

**Topic C:** Export Access Data to Excel

**Topic D:** Create a Mail Merge

### Lesson 5: Advanced Reporting

**Topic A:** Organize Report Information

**Topic B:** Format Reports

**Topic C:** Include Charts in a Report

**Topic D:** Add a Calculated Field to a Report

**Topic E:** Add a Subreport to an Existing Report

Course book  
for Training  
also Available  
for \$35.00.