

Microsoft Access 2010 - Intermediate: (Instructor Guide)



Intermediate (B&W) Instructor Guide for instructor-led computer training. Meant to be used with our companion student training manuals for learning the intermediate concepts of Microsoft Access 2010. To download the exercise files that accompany this title, please visit <http://www.ezref.com/exercise-files/> For information regarding unlimited printing with the ability to customize our courseware, please visit our website: www.ezref.com Topics covered in Microsoft Access 2010 - Intermediate (6-8 hours): Importing External Data Importing Spreadsheets Publishing a Database Object Creating a Primary Key Converting Field Types Changing Field Sizes Custom Display Formats Input Masks Using the Lookup Wizard Assigning Captions Setting Default values Using the Expression Builder Creating Validity Rules & Text Creating Queries Saving/Opening Queries Using Wildcards Compound Queries Creating calculated Controls Using Summary Operators Querying Multiple Tables Action Queries Creating Permanent Relationships Enforcing Referential Integrity Creating Custom Reports Saving/Opening Reports Creating Custom Forms Saving/Opening/Printing Forms File Management Database Properties

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