



## Business & Technical Training College

“Put your FUTURE in GOOD Hands”

BTT will work with every student to develop their skills, to make them job ready. BTT classes are small therefore you will receive more personalized attention from the instructor.

### Microsoft Office Access 2010 Level II – Intermediate Training

Students will learn to work with completed related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance, restructure data into appropriate tables to ensure data dependency and minimize redundancy, write advanced queries to analyze and summarize data create and revise customize reports by using various Microsoft Office Access 2010 features, maintain their databases using Microsoft Office Access 2010 tools.

- Structuring Existing Data
- Summarizing Data
- Writing Advanced Queries
- Simplifying Tasks with Macros
- Maintaining an Access Database
- Creating Calculated Expressions
- Introduction to Built-in Functions
- Advanced Functions
- Creating PivotTables
- Creating PivotCharts
- Creating Effective Reports
- Basic Report Formatting
- Advanced Report Formatting
- Printing and Exporting Reports

.....*more detailed outline is available, please e-mail or call!*

**Pre-requisites:** Microsoft Access Level I - Essentials or equivalent experience

**Certificate Offered:** Certificate

**Training Methods:** Instructor – led classes, Instructor demonstrates all topics with hands-on scenarios

**One – to – One Instruction in Available**

**For Schedule:** Call or e-mail

**Registration can be done after office hours, any day / evening**

### Business & Technical Training College

150 Eglinton Ave East Suite 402 (Free parking for evenings & weekends)

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