



# Access 2010

Conejo Valley Adult Education

Computer Training Center

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## Access 2010 Level II

- **Relational Databases.** Database normalization; Table relationships.
- **Related Tables.** Creating lookup fields; Modifying lookup fields; subdatasheets.
- **Complex Queries.** Joining tables in queries; Using calculated fields; Summarizing and grouping values.
- **Advanced Form Design.** Adding unbound controls; Graphics; Adding calculated values; Adding combo boxes; Advanced form types.
- **Reports and Printing.** Customized headers and footers; Calculated values; Printing; Labels.
- **Charts.** Charts in forms; Charts in reports.
- **PivotTables with PivotCharts.** PivotTables; Modifying PivotTables; PivotCharts; PivotTable forms.