Microsoft Access Intermediate

Overview

For anyone seeking to expand their existing knowledge of table design, creating queries and designing forms and reports.

On completion of this course delegates will be able to:

- ✓ Create a relational database with linked tables
- ✓ Understand the importance of referential integrity and one-to-many relationships
- ✓ Improve the effectiveness of data tables with data validation by adding field properties
- ✓ Extract information from data tables by using advanced query techniques; modify table data with Delete, Update and Append queries
- ✓ Make new tables with Make Table Queries
- ✓ Create more comprehensive forms and reports for the entering, viewing and printing of data.

Course Content

Table Design

- Linking tables
- Relationship types
- Setting advanced field properties
- Viewing sub data sheets
- Setting referential integrity
- Cascade options

Advanced Queries

- Setting join types between tables
- Setting top values in a query
- Creating calculated fields, summary queries and parameter queries

Forms

- Manipulating controls in form design view
- Changing form and control properties
- Adding controls to a form (list boxes, checkboxes, option buttons)
- Using calculations on forms
- Using Sub forms

Reports

- Manipulating controls in a report
- Changing report control properties
- Managing sorting and grouping in reports
- Adding calculations to a report
- Controlling pagination
- Using Sub reports

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