



## Microsoft Access Intermediate

Format: One Day: Max Capacity 6

**Delegates should have first undertaken the corresponding Introduction course and should be familiar with the prerequisites of that course. On completion of the course, delegates should feel confident in their ability to create and edit databases, design and use forms, perform queries and produce reports.**

### Course Content

#### Tables

Tables refresher  
Importing/Exporting data  
Relationships & referential integrity  
Primary & foreign keys

#### Queries

Queries refresher  
Multi-table queries  
Action queries  
Group by queries  
Modifying query output  
Using calculations & expressions

#### Reports

Using reports wizard  
Tailoring design of reports Basing reports on a query Mailing labels

#### Forms

Using form wizard Tailoring design of forms  
Controls  
Object properties Changing tab order  
Sub forms