

Microsoft Access Intermediate

Course Content

These topics follow on from the beginner's course above, and although it is a prerequisite that the user has a good basic knowledge of creating Access tables and entering data, it is possible to include a refresher session at the start if required.

Microsoft Access is more than a tool used to store data - it is a complete database management system (DBMS), and in this course, we further explore related tables and the design and formatting of forms, reports and queries, including the Macro and Expression Builder to perform functional tasks.

Objectives: The objectives are to work in more depth with Relational Tables and the design of Forms, Reports and Queries, in order to develop a database that allows the user to manage their data in an organised and reliable manner.



Topics:

Relationships

- Types of Joins
- Referential Integrity

Form Design

- Using the Tool Box
- Combo Boxes and List Boxes
- Option Groups
- Inserting Logos and pictures
- Sub Forms
- Properties of the form and controls

Report Design

- Inserting Logos and graphics to a report
- Page Breaks
- Sorting and grouping in reports
- Properties of the report and controls

Using Queries

- Make Table Queries
- Delete Queries
- Append Queries
- Update Queries
- Crosstab Queries
- Find Duplicate Records Query
- Find unmatched Records Query

Using the Expression Builder