



Microsoft Access Intermediate

Databases & Relationships

- Understand and perform Normalisation process
- Create and name a database
- Design Tables and set tables data types and properties
- Review relationship types and setting referential integrity
- Resolve a many to many relationship

Importing Data

- Import Data from Excel files
- Import Data from Text files
- Analyse imported data

Create an Interface

- Create navigation forms
- Use command buttons
- Display a form at database start-up

Work with Forms

- Insert sub-forms
- Create Combo-boxes
- Work with Attachment data types on forms
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Work with Queries and Reports

- Create Action Queries
- Use Functions within Queries
- Supply parameters to a form from a Query
- Use the Expression Builder
- Change Query Join Types
- Create Crosstab Queries
- Create Group Total Queries
- Build Reports and summarise data

Manage a Database

- Back up a Database
- Compact and Repair a Database
- Password protect a Database

Our 1-day course is entirely 'hands on' and builds on our Introduction level course. Our Intermediate course covers the creation of a database with advanced queries and reporting. The course covers design techniques and introduces macros for automation.

