



Intermediate Microsoft Access (1 Day)

COURSE GOAL: Provide the students with the knowledge to create and enhance their Access database.

PREREQUISITES: Beginning Windows, previous level, and/or equivalent skills.

LEARNING OBJECTIVES:

Students will be able to:

- Create a custom multi-user form
- Query a database
- Modify the Access environment
- Produce reports

STUDENT SELF ASSESSMENT:

Y	N	CAN YOU:
<input type="checkbox"/>	<input type="checkbox"/>	Set a validation rule
<input type="checkbox"/>	<input type="checkbox"/>	Use multiple criterions in a query
<input type="checkbox"/>	<input type="checkbox"/>	Add a calculated field
<input type="checkbox"/>	<input type="checkbox"/>	Join Fields
<input type="checkbox"/>	<input type="checkbox"/>	Modify Properties
<input type="checkbox"/>	<input type="checkbox"/>	Customize a report
<input type="checkbox"/>	<input type="checkbox"/>	Summarize Data and add Subtotals

If you answered NO to three or more questions, you should attend this class.

KEY TOPICS:

I. Advanced Table Design

- A. Changing Field Properties
- B. Customizing Datasheet View
- C. Sorting and Applying Filters

II. Advanced Query Design

- A. Creating Calculated Fields
- B. Creating A Summary Query
- C. Concatenation Expressions
- D. Grouping Records
- E. Creating An Action Query
- F. Creating a Parameter Query
- G. Creating A Crosstab Query
- H. Creating a Query From Another Query

III. Advanced Form Design

- A. Control Properties & Special Fields
- B. Adding A Text Bound Control
- C. Adding A Calculated Control
- D. Adding A Combo Box Control

IV. Advanced Report Design

- A. Modifying the Look of A Report
- B. Adding A Control To Perform a Calculation
- C. Creating A Mailing Label Report
- D. Inserting Group Footer & Subcount

V. Importing and Exporting Files

- A. Importing Spreadsheets
- B. Importing Delimited Text Files

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C. Exporting Data From Access