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## Microsoft Access Intermediate

### Course objectives

This extremely practical 1-day course allows the delegate to experience the power of Microsoft Access.

### Target Audience

This course is for anyone who has some experience of Microsoft Access and wishes to examine some of the more advanced features.

### Assumed Knowledge

Delegates should be familiar with the basics of Microsoft Access, either from attending our Introductory Course or knowledge gained from their own experience.

## Course Agenda

### Editing Data

- Cut, Copy and Paste
- The Clipboard
- Replace Text

### Advanced Queries

- Sum, Count, and Group By
- Average, Maximum and Minimum
- Calculated Fields in a Query
- Parameter Query
- Append Query
- Delete Query
- Update Query
- Make-Table Query
- Cross-tab Query
- Find Duplicate Records Query
- Find Unmatched Records Query

### Relationships

- Apply a Primary Key
- Table Relationships
- Referential Integrity
- View Sub-datasheet

### Table Field Properties

- Lookup Field
- Format Field Properties
- Default Values
- Validation Rules and Text
- Input Masks
- AutoNumber

### Advanced Forms

- Sub-forms
- Linked Forms
- Multiple Table Forms

### Form Controls

- Calculated Fields
- Command Buttons
- Combo Boxes
- List Boxes
- Option Groups
- Tab Control

### Form Properties

- Titles
- Allow Data Amendments
- Setting Form Views
- Set Cycle Properties
- Shortcut Menu Properties

### Advanced Reports

- Grouped Report
- Labels
- Charts
- Calculated Fields

### Tools

- Import Data
- Export Data
- Copy, Rename and Delete Objects