

ACCESS INTERMEDIATE

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



More on Creating Tables

Importing, Exporting & Linking Data

- ▶ Exploring Successful Table Design
- ▶ Creating & using a Hyperlink Field
- ▶ Multiple-Field Primary Key
- ▶ Exploring Field Properties
- ▶ Creating Input Masks & Validation Rules
- ▶ Import & Export Access Data
- ▶ Import & Export Data from Other Sources
- ▶ Link Access Data

More on Queries

- ▶ Parameter Queries
- ▶ Creating a Calculated Field in a Queries
- ▶ Use the Expression Builder to Create a Calculation
- ▶ Summarise Data in a Query
- ▶ Creating & Running Action Queries

Transforming Forms & Reports

- ▶ Working with Form & Report Sections
- ▶ Working with Bound & Unbound Controls
- ▶ Creating a Calculated Control
- ▶ Exploring the Form Design Work Surface
- ▶ Multi-Table Forms
 - Creating Main Forms & Subforms
 - Creating Linked Forms
- ▶ Understanding Control Properties
- ▶ Changing Control Properties
- ▶ Applying Themes to Forms & Reports
- ▶ Customising Theme Colours & Fonts
- ▶ Using the Command Button Wizard
- ▶ Automating Forms with Command Buttons

Course Duration: 2 Days

Price Per Delegate: £245
(Public Scheduled Course)

Price Per Course: £745
(On-Site at Customer Premises)

Suitable For:

Those who already work with Microsoft Access and need to develop more complex relational databases, by using more sophisticated querying tools and creating multi-table forms and reports.

Learning Outcomes:

By the end of this course, delegates will be able to utilise functionality such as Action and Summary queries and create calculations in queries, forms and reports. They will also be able to apply basic automation through the use of command buttons to make viewing, printing and closing forms and reports quick and easy.

Prerequisite Skills:

Delegates attending this course should be able to create a simple relational database in Access, including creating basic relationships. They should also be able to interrogate and present data by creating simple queries, forms and reports.