

COURSE DESCRIPTION INTERMEDIATE MICROSOFT ACCESS

Course Description

This course teaches students to understand and use the advanced features using queries and use of modifying reports in Microsoft Access. It is designed for frequent users.

Course Objectives

After completing this course, you should be able to:

- Designing select queries: Reviewing select queries, Creating advanced select queries
- Designing parameter and action queries: Creating parameter queries, Creating action queries
- Designing multiple queries
- Enhanced table design
- Working with table relationships: Creating relationships between tables
- Enhanced form design: Working with a memo field
Examining an enhanced form
Enhancing the design of a form
- Subform design: Using FormWizards to create a form that contains a subform
- Using command buttons and macros with forms
- Enhanced report design
- Creating mailing labels
- Using Access data in other applications

Skills to be Learned

Using and understanding advanced queries
Working with table relationships
Enhancing form designs
Creating and working with macros in forms
Enhancing report design