

## MICROSOFT ACCESS – BUILDER INTERMEDIATE COURSE OUTLINE

<b>APPLICATION</b>	MICROSOFT ACCESS
<b>LEVEL</b>	BUILDER INTERMEDIATE
<b>DURATION</b>	TWO DAYS
<b>WHO SHOULD ATTEND</b>	This course is designed for delegates who can already build a basic Access database, but now need to understand how to design more complex database applications. The course introduces delegates to the concepts of Relationships and Referential Integrity and includes working with more complex Queries and Forms.

### OBJECTIVES

At the end of the course the delegate will be able to:

<b>Relationships</b>	create and understand relationships within a database, understand and use referential integrity, including cascade update and cascade delete
<b>Importing and Exporting Data</b>	import and export data, including Access tables, text files and Excel files, link to external data, use the Link Table Manager, create desktop shortcuts
<b>Form Controls</b>	use the toolbox to create forms with check boxes, option buttons, combo boxes and list boxes, set field access and navigation properties
<b>Select Distinct &amp; Query Wizards</b>	create Select Distinct queries, use the Unmatched Query Wizard, use Find Duplicates Query wizard, create Top Values queries, create Crosstab queries
<b>Query by Form</b>	Run a query from a form, display query results in a form
<b>Action Queries</b>	create tables from queries, use append, update and delete queries
<b>Advanced Reports</b>	create reports and grouped reports using running sum totals, totals in headers and footers, charts, embedded objects and conditional display
<b>Macros</b>	create macros using actions, use macros with forms, create AutoExec and Autokey macros