

# Microsoft Access 2016 Intermediate Course 1 Day

## OVERVIEW

This course is designed for delegates who are already aware of the basic of features of Microsoft Access, but wish to expand their knowledge to incorporate some of the more beneficial points.

## WHO SHOULD ATTEND

This course is designed for students who are interested in learning more about Microsoft Office Access databases.

## PREREQUISITE COMMENTS

Delegates must be familiar with the basic understanding of Access, the Windows Environment and be proficient with a computer, keyboard and mouse. It is also advisable that delegates have attended the Microsoft Office Access Introduction Course.

**The following gives an outline of the course content. This is only a suggestion and may be tailored by the trainer on the day, to better suit the delegates requirements.**

<b>Recap On Basics</b>	<b>Query Section</b>
<ul style="list-style-type: none"> <li>• Creating a Basic Database</li> <li>• Creating a Basic Query</li> <li>• Creating a Basic Form</li> <li>• Creating a Basic Report</li> </ul>	<ul style="list-style-type: none"> <li>• Example Criteria</li> <li>• Creating a Simple Query</li> <li>• Editing Queries</li> <li>• Using Parameters</li> </ul>
<b>Table Relationships</b>	• Using Calculations
<ul style="list-style-type: none"> <li>• Creating additional Tables</li> <li>• Quick Links via Queries</li> <li>• Permanent Relationships</li> <li>• Types of Links</li> <li>• Referential Integrity</li> </ul>	<ul style="list-style-type: none"> <li>• Action Queries</li> <li>• Crosstab Queries</li> <li>• Find Duplicates Queries</li> <li>• Find Unmatched Queries</li> </ul>
	<b>Reports Section</b>
<ul style="list-style-type: none"> <li>• Creating Linked Queries</li> <li>• Creating Sub Forms / Linked Forms</li> <li>• Creating Linked Reports</li> </ul>	<ul style="list-style-type: none"> <li>• Printing Tables &amp; Forms Using Reports</li> <li>• Auto Reports</li> <li>• Modifying Reports</li> </ul>
<b>FORMS SECTION</b>	• Using Mailing Labels
<ul style="list-style-type: none"> <li>• Creating a Simple Form</li> <li>• Adding Text Boxes / Labels</li> <li>• Drawing Lines / Squares</li> </ul>	<ul style="list-style-type: none"> <li>• Sorting &amp; Grouping</li> <li>• Using Calculations</li> </ul>
	<b>Importing / Exporting Data</b>
<ul style="list-style-type: none"> <li>• Inserting Page Headers and Footers</li> <li>• Inserting Form Headers and Footers</li> <li>• Inserting Dates</li> </ul>	<ul style="list-style-type: none"> <li>• Importing / Linking Data into Access</li> <li>• Exporting Data into Word / Excel</li> <li>• Exporting Data into Mail Merges</li> </ul>

## Deby James Associates