



## MICROSOFT ACCESS – INTERMEDIATE

*Course Duration: 1 Day*

### 1. Review of the Basics

### 2. Relational Database

- Database Normalization
- Relating Tables
- Implementing referential Integrity

### 3. Related Tables

- Lookup fields
- Modifying Lookup fields
- Subdatasheets

### 4. Queries

- Joining tables in queries
- Calculated fields
- Summarizing and grouping values

### 5. Advanced Form Design

- Adding unbound controls
- Graphics
- Adding calculated values
- Adding combo boxes

### 6. Advanced Reports

- Creating customized headers and footers
- Adding calculated values
- Subreports

### 7. Charts

- Charts in Forms
- Charts in Reports

### 8. PivotTables and PivotCharts

- Creating PivotTables
- Modifying PivotTables
- Working with PivotCharts