

Microsoft Access Intermediate

OBJECTIVES

Explain and implement design theory; create table structure documents; normalise tables; understand and create relationships; implement good form design techniques; create usable reports.

Duration: 1 Day

1. DESIGNING A RELATIONAL DATABASE

- Relational Database Design
- Create a Table
- Create Table Relationships

2. LESSON 2: JOINING TABLES

- Create Query Joins
- Relate Data Within a Table
- Work with Subdatasheets

3. LESSON 3: USING DATA VALIDATION

- Use Field Validation
- Use Form and Record Validation

4. CREATING ADVANCED QUERIES

- Create Parameter Queries
- Summarize Data
- Create Subqueries
- Create Action Queries
- Create Unmatched and Duplicate Queries

5. ORGANIZING A DATABASE FOR EFFICIENCY

- Data Normalization
- Create a Junction Table
- Improve Table Structure

6. USING ADVANCED REPORTING TECHNIQUES

- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Sub report to an Existing Report