



Microsoft Access Intermediate

Pre-requisites

To have attended Microsoft Access Basic training day from Optimise Consultancy or to be familiar with all subjects on Basic training courses outline.

Course Objectives

This course offers delegates practical advice and suggestions on the approach to building a database from specification through to development. It enables them to gather, interrogate and report on data in a variety of ways.

Course Content

0930hrs to 1630hrs

<ul style="list-style-type: none">• Database Planning<ul style="list-style-type: none">○ Practical advice and suggestions on the approach to building a database from specification through to development• Tables<ul style="list-style-type: none">○ Design Mode○ Creating tables○ Field Types○ Properties• Datasheets View<ul style="list-style-type: none">○ Filter by selection○ Filter by form○ Formatting• Relationships<ul style="list-style-type: none">○ Setting relationships○ Types of relationships○ Referential integrity○ Cascade	<ul style="list-style-type: none">• Select Queries<ul style="list-style-type: none">○ Recap on simple queries○ Eliminator criteria○ Parameter (keyhole) queries○ Expression builder○ Querying multiple tables○ Sorting queries○ Publishing to Excel or Word○ Printing query results• Forms<ul style="list-style-type: none">○ Creating a form○ Design view○ Headers and footers○ Form layout○ Formatting forms○ Forms toolbox○ Single forms○ Sub-forms• Reports<ul style="list-style-type: none">○ Creating simple reports○ Reports from queries○ Auto layouts
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Optimise Consultancy Ltd

18 Bakewell Drive

Stone

Staffordshire

ST15 8YR

Email: info@optimise.org.uk