

## Access Intermediate

Course duration:	1 day
Course timings:	9:30 - 4:30
Prerequisites:	Delegates should have attended the Introductory course or gained similar knowledge in the workplace.
Training formats:	Scheduled course · private course · tailored · 1-2-1 (all instructor led)
Manuals:	A comprehensive course manual provides support throughout the course and upon your return to the office.

### Querying Information in A Database

creating a select query • specifying criteria • creating parameter queries • adding calculated fields • calculating totals in queries • creating crosstab queries • make table query • delete query • update query • append query

### Creating Multiple Table Queries

creating relationships • outer & inner joins • query properties

### Creating Grouped Reports

sorting and grouping data • creating a grouped report • modifying a grouped report • group headers & footers • range and interval grouping • printing properties • calculating totals

### Working with Sub-Reports

combining two or more reports • linking a main and subreport

### Form Design

editing controls • calculated controls • properties of controls • sizing and aligning controls • setting a forms properties

### Customising Forms

adding combo and list boxes • options for displaying yes or no values • creating option groups • adding command buttons

### Main and Sub-Forms

creating a menu & sub-form • linking the main & sub-form together

### Creating Dialog Box Forms

creating a menu form • using a form as a dialog box • start up dialog box

### General Topics

compacting & repairing a database • creating an auto-lookup query

**Access Intermediate Dates 2008:** 11 Sep, 14 Nov