Microsoft Access 2016 Intermediate

Duration: 1 Day

This course is intended for users who have attended the Introductory Access course and/or who are able to design their own database, produce simple queries and reports. It will enhance their existing knowledge and give them an understanding of the major features and functions within Access.

The following gives a brief overview of the course content. This is only a suggestion and may be tailored to better suit the delegates' requirements.

Create a Database

- Create a new database
- Create a table in Design View
- Setting Datatypes
- Adding Field Properties
- The Primary key

Table Relationships

- Types of relationship
- Creating the relationship
- Referential integrity – data accuracy

More on Forms

- Working in design view
- Unbound controls
- Calculations in forms
- Sub forms
- Conditional formatting

Importing and Exporting Data

- From/To other databases
- From/To Excel
- To Word
- From Text files

More Queries

- Multi-table queries
- Advanced select queries
- Action queries

More on Reports

- Working in Design View
- Grouping and sorting
- Adding controls
- Calculations in reports

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