

## Rock Solid Training Course Profile

# Microsoft Access Intermediate

### One Day Course

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#### Who is this training course suitable for?

Our Microsoft Access Intermediate course is suitable for those with a basic working knowledge of Microsoft Access.

#### Prerequisites

A basic working knowledge of Access is required, or completion of our Access Introduction course.

#### Benefits

This course is designed for those users who wish to step their current knowledge of Access to take advantage of the more complex features. On completion delegates will understand relational databases and be able to work with related tables. They will learn how to generate much more complicated queries and create more advanced forms and reports.

After completing this word course you will be prepared to attend the Access Advanced training course.

#### Course Syllabus

##### **Advanced Table Design**

- Advanced field properties including Input Masks
- Multiple field primary keys
- Multiple field indexes
- Documenting indexes
- Using the Access Documenter

##### **Relational Concepts**

- Relational concepts & rules
- Data structure principles
- Types of relationship
- Referential integrity
- Relating tables

##### **Multiple Tables and Forms**

- Using a combo box in forms
- Combo box properties
- LookUp fields in tables
- LookUp properties
- Creating forms with subforms
- Editing subforms
- Embedding subforms using drag & drop

##### **Advanced Select Queries**

- Working with multiple tables
- Calculations in queries
- Using wildcards & parameters
- Understanding query join types

##### **Advanced Reports**

- Working with multiple tables
- Concatenating fields
- Date & time functions
- String functions