



### Course Prerequisites

You **MUST** be very familiar with the basics of Access

You **MUST** be able to do the following before attending this course:

- Understand the concept of Relational Databases and Referential Integrity
- Create and edit a data Table
- Create relationships between tables
- Create basic forms and reports and edit and format these.
- Create queries from one or more tables
- Use criteria within queries to filter results.

The items listed above are covered at Introduction level and will not be covered in this course.

Please do not bring your own databases from your job, as we will not have time to work on them.

## Microsoft Access Intermediate/Advanced Level

This level of Access starts by introducing some of the more advanced functions within Access for managing database material. This course will give a fuller understanding of the areas of Tables, Forms, Queries and Reports and will prepare you for continued learning of Access.

The course will specifically cover the following areas:

### Tables

- Default and Required values in fields
- Using Validation Rules
- Creating Input masks
- Populating tables from other tables
- Getting external data

### Relationships

- Creating One-To-Many and Many-To-Many relationships
- Cascade Update & Deletion of records

### Queries

- Using Criteria Expressions
- Setting parameters for criteria prompts
- Totalling within grouping
- Use calculation expressions within a query
- Understand & Modify "Join Types"
- Cross-Tab, Make-Table, Delete, Update, Append query types

### Forms

- Add sub-forms
- Combo & List boxes in forms
- Expression controls in a form

### Reports

- Using running sums within a report
- Using expression controls in a report
- Concatenating within a control

*Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course*

### Course Details

*1 Day Course  
Start Time: 9:30am  
Finish Time: 4:30pm*

