



# Microsoft Access Intermediate

Duration: 5 half days (15 hours)

## Objectives

In this course, you will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft Office Access with other applications.

## Target Audience

This course is designed for students who would like to learn intermediate-level operations of the Microsoft Office Access program. It is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications.

## Prerequisite

Familiarity with the Microsoft Windows and a good knowledge in Access beginner.

## Course Outline

### Part 1: Relational databases

- Database normalization
  - Discussing the first normal form
  - Discussing the second and third normal forms
  - Using the Table Analyzer
  - Identifying object dependencies
- Relating tables
  - Establishing a one-to-one table relationship
  - Establishing a one-to-many table relationship
  - Establishing a many-to-many table relationship
  - Printing table relationships
- Implementing referential integrity
  - Planning table relationships



- Working with orphan records
- Setting cascading deletes
- Testing cascading deletes
- Using cascading updates

## Part 2: Related tables

- Lookup fields
  - Creating a lookup field
  - Creating a multi-valued lookup field
- Modifying lookup fields
  - Modifying lookup field properties
  - Changing a text box to a combo box
- Subdatasheets
  - Using a sub-datasheet

## Part 3: Complex queries

- Joining tables in queries
  - Creating a query using the Simple Query Wizard
  - Creating a join in Design view
  - Creating an outer join
  - Creating a join with an intermediate table
  - Creating a self-join query
  - Finding records that do not match between tables
  - Finding duplicate records
  - Deleting tables from a query
- Calculated fields
  - Creating a calculated field
  - Modifying the format of a displayed value
  - Using the Expression Builder
- Summarizing and grouping values
  - Creating a query to display summary values
  - Using queries to concatenate values



## Part 4: Advanced form design

- Adding unbound controls
  - Drawing a rectangle around a control
  - Changing tab order
  - Grouping controls
- Adding Graphics
  - Adding a graphic to a form
  - Embedding a graphic in an unbound object frame
- Adding calculated values
  - Binding a control to a calculated field
  - Creating a calculated control
- Adding combo boxes
  - Adding a combo box to a form
  - Modifying the properties of a combo box
- Advanced form types
  - Creating a multiple item form
  - Creating a split form
  - Creating a datasheet form
  - Creating a subform

## Part 5: Reports and printing

- Customized headers and footers
  - Adding a report header
  - Adding a report footer
  - Applying conditional formatting
  - Keeping parts of a report on the same page
  - Adding controls to group footers
  - Forcing a new page
- Adding calculated values
  - Working with the DateDiff function
  - Using the If function
- Printing
  - Printing a table



- Printing a database document
- Labels
  - Creating labels

#### Part 6: Charts

- Charts in forms
  - Creating a chart in a form
  - Modifying a chart in a form
- Charts in reports
  - Adding a chart to a report
  - Modifying a chart in a report

#### Part 7: PivotTables and PivotCharts

- PivotTables
  - Examining PivotTable view
  - Adding fields to a PivotTable
- Modifying PivotTables
  - Creating totals
  - Moving fields in a PivotTable
  - Showing and hiding details in a PivotTable
  - Formatting fields
- PivotCharts
  - Creating a PivotChart
- PivotTable forms