



MICROSOFT ACCESS – INTERMEDIATE

Course Duration: 1 Day

1. Review of the Basics

2. Relational Database

- Database Normalization
- Relating Tables
- Implementing referential Integrity

3. Related Tables

- Lookup fields
- Modifying Lookup fields
- Subdatasheets

4. Queries

- Joining tables in queries
- Calculated fields
- Summarizing and grouping values

5. Advanced Form Design

- Adding unbound controls
- Graphics
- Adding calculated values
- Adding combo boxes

6. Advanced Reports

- Creating customized headers and footers
- Adding calculated values
- Subreports

7. Charts

- Charts in Forms
- Charts in Reports

8. PivotTables and PivotCharts

- Creating PivotTables
- Modifying PivotTables
- Working with PivotCharts