

Access Intermediate

Course Outline

Course Objective

Our Access Level II class will round out your Access work with features that truly make you efficient. Once this class is completed, the students will have a very solid background in advanced queries, forms, and reports. In addition, students will be able to start automating their database systems with Macros..

Agenda

1. Advanced queries
 - a. Grouping and summarizing
 - b. Updating, deleting, and relationships
 - c. Indexing for performance

2. Advanced forms
 - a. Subforms
 - b. Advanced control types
 - c. Specialized form types

3. Advanced reports
 - a. Subreports
 - b. Advanced grouping
 - c. Advanced formatting

4. Macros
 - a. Creating basic macros
 - b. Using variables
 - c. Troubleshooting macros

5. Database management
 - a. Compact & Repair
 - b. Restoring a database
 - c. Other maintenance tasks

Course Length: 2 Day

Prerequisite: Access Level I or corresponding experience