

# Microsoft Access

## Intermediate



 Duration: 1 day

 Ideal Group Size: 6-8 people

## Course overview

This course is aimed at experienced delegates wanting to increase their skillset and knowledge of the Access package. The course will provide more complex tools to create Access databases and will allow the delegates to produce enhanced forms, reports and create relationships.

## Topics covered

### Intermediate table design

- Naming conventions
- Linking tables
- Data types
- Data validation
- Combo boxes
- Table properties
- Field properties

### Custom reports

- Printing custom reports
- Sub reports
- Custom report creators
- Query based reports

### Key features

- Delete queries
- Update queries
- Cross tab queries
- Temporary fields
- Database specifications

### Intermediate form design

- Query based forms
- Tab controllers
- Relational forms
- Welcome forms
- Search forms

A soft introduction to Macros will be shown at the end of the course displaying how automation can enhance productivity.

## Delivery methodology (Face-to-face or virtual delivery)

### Small groups

Ideally 6-8 delegates to maximise engagement and interaction levels.

### One-to-one

We also provide one-to-one 90 minute individual support workshops.

### Tailored sessions

Talk to us about designing bespoke workshops for your team!

## Related courses

- Microsoft Access – Basic
- Microsoft Access – Advanced