

Class Title: Microsoft Access Intermediate

Duration: 2 Days

- 1. Database Design Development**
 - 1.1. Use the Table Analyzer Wizard
 - 1.2. Redefine Relationships
 - 1.3. Use a Backend Database File
 - 1.4. Use OLE, Hyperlink and Attachment Fields
- 2. Maintain Data Integrity**
 - 2.1. Create Patterns for Data Entry
 - 2.2. Validate Data with Validation Rules
 - 2.3. Set Default Values
 - 2.4. Create Lookups and Value Lists
- 3. Find and Filter Data**
 - 3.1. Find and Replace Data
 - 3.2. Filter by Selection and by Form
 - 3.3. Enable Auto Filters
 - 3.4. Use Advanced Filter/Sort
 - 3.5. Use Subdatasheets in Tables
- 4. Improve Forms**
 - 4.1. Set Form and Control Properties
 - 4.2. Design Main Forms with Subforms
 - 4.3. Add Subforms to Existing Forms
 - 4.4. Calculate Values on Forms
- 5. Create Flexible Queries**
 - 5.1. Create Summary Queries
 - 5.2. Calculate using Date/Time Fields
 - 5.3. Create Parameter Queries Using Wildcard Characters
 - 5.4. Concatenate Text Fields
 - 5.5. Create Action Queries to Modify Data
- 6. Customize Reports**
 - 6.1. Summarize Report Data
 - 6.2. Control Pagination
 - 6.3. Create Reports from Parameter Queries
 - 6.4. Use Subreports
- 7. Create Switchboards**
 - 7.1. Use Switchboards to Improve Ease of Use
 - 7.2. Add Switchboard Buttons to Open Forms and Reports
 - 7.3. Set Options to Load Switchboard at Database Launch