

Microsoft  
**Access 2007 – Intermediate**

<b>Introduction to the Course</b>	It is essential that the delegate has successfully completed a Windows Introductory course, or has gained similar knowledge within the work environment. Familiarity with any database product would also be useful.
<b>Objectives</b>	<b>Aimed at delegates who are familiar with Relational Database and MS Access. The purpose of the course is to allow the delegates to gain a greater understanding of the Access database to enhance the efficiency and power of database applications.</b>

## Course Content

<b>Design Concepts</b> Database design Table Relationships Restructuring and linking tables Primary Keys	<b>Forms/Commands</b> Command buttons Linking forms Switchboard forms Control properties
<b>Relationships</b> Table relationships One to Many Many to Many Query relationships	<b>Reports/Commands</b> Command buttons Properties/Source Data Require Source Data
<b>Queries</b> Joining tables in queries Using advanced criteria in queries Queries based on queries Calculated fields Parameter queries Crosstab queries Update queries Create table queries Delete queries	<b>Macros</b> Understanding Event Procedures Using Macros Creating Macros Grouping Macros Using Conditions in Macros Macro actions Attaching Macros to Events Troubleshooting Macros
<b>Data Entry and Analysis</b> Making data entry easier with option buttons, check boxes and list boxes on forms Tab order Data analysis using calculated fields in forms Multi-table forms	<b>Database Properties</b> Setting Titles Compacting On Start up Actions