MICROSOFT ACCESS
INTERMEDIATE LEVEL COURSE

Prerequisites:
Attendees should have attended, or have knowledge equivalent to the Introductory Level course.

Duration:
This course can be delivered as a full day course or as individual half day modules

Working with other Microsoft Products
- Merging Access with Microsoft Word to generate standard letters
- Creating mailing labels

Advanced Form & Report Design
- Creating a sub-form within a form
- Adding Sub Totals to Sub forms
- Conditional Formatting
- Creating combo boxes to find records within a form
- Creating filter forms to filter records

Advanced Queries
- Advanced select queries
- Top value queries
- Group & summary queries
- Conditional logic within queries
- Crosstab, find duplicates and find unmatched queries
- Action queries, i.e. update, delete, append and make table