

## Microsoft Access Intermediate

### Prerequisite

Access Introduction or a basic working knowledge of Access

### Course Description

This course builds on the topics covered in *Access Introduction*. Students will learn how to set field properties and how to set the primary key using one or more fields. They will also learn how to create relationships between two or more tables. The course focuses on creating advanced types of select queries. Students will design parameter queries, perform horizontal and vertical calculations in queries, and create a CrossTab query. Students will learn how to add a combo box or a list box in a form. They will learn how to create and modify grouped-data reports.

### Objectives

#### ***Enhanced Table Design***

- Work with Field Properties
- Set the Primary Key

#### ***Work With Table Relationships***

- Create Table Relationships
- Join Properties
- Referential Integrity
- Delete Table Relationships

#### ***Select Queries***

- Create More Advanced Select Queries
- Design Parameter Queries
- Create Horizontal Calculations
- Create Vertical Calculations
- Create a CrossTab Query

#### ***Enhance a Form***

- Create a Combo Box (or List Box)

#### ***Reports***

- Create a "Grouped Data" Report
- Create a "Grouped Data" Report with Calculations

### Class Length

3.5 hours  
Instructor-led, hands-on course