



# Microsoft Access Intermediate - Advanced

Two Day Course

## COURSE OVERVIEW

In a tutor-led learning environment, delegates will gain the skills and knowledge to set-up and work at a more in-depth level with databases.

### Features Covered:

#### Relational Database

Design and scope, determining inputs, normalising database. Creating lookup tables, defining primary key.

#### Table Relationships

Understanding table and lookup relationships, understanding table joins, creating relationships reports.

#### Import and Export

Learn how to import and export records in various formats

#### Advanced Queries

Creating aggregation, nested and assembly queries. Working with calculated and parameter queries. Understanding relational queries. Creating action queries.

#### Form Design

Understanding design and layout views, working with controls and their properties.

#### Macros

Understanding macros and VBA. Creating, running, modifying macros. Using macros on forms and creating event and search macros. Understanding the search macro, naming and referencing. Creating a print macro and using the message box function.

## AUDIENCE

This course is best suited to delegates who have experience of working with Microsoft Access as it introduces a range of advanced features and techniques.

New learning will include working with table relationships, importing and exporting, designing advanced queries, advanced form design and working with macros.

## OBJECTIVES

**After completion of the course delegates should be able to:**

- Accurately create and modify relationships between different tables
- Create and modify advanced queries and action queries in given databases
- Import and export data
- Understand and use macro techniques

## PREREQUISITES

Delegates must be experienced at working with Access.

Ideally they will have already attended our introductory course or possess equivalent skills or knowledge.

COURSE FEE: £595 per person (includes course notes & refreshments)

To make a booking and for all enquiries:

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