



4D Training

## Access Intermediate

### Who would benefit?

This course is intended for people who will be involved either in the specification or physical design of databases within their organisation.

### Objective

To expand on skills learnt in the introductory course, including effective management of issues presented by one to many relationships.

### Content

- Discuss individual's needs and applications
- Revision
- Advanced form design
  - Concepts, design and use of main and sub-forms
  - Use main/sub-forms to control data entry and group statistics
  - Main and sub-form design
  - Introduction to dialog boxes
- Specialised queries
  - Aggregating data through queries, group statistics
  - Action queries, make, delete, update and append
  - Crosstab
  - Find duplicates
  - Find un-matched
- Advanced report design
  - Sections of a report
  - Calculating in reports
  - Concepts, design and use of sub-reports
- External data sources
  - Merging with Word.
  - Pivoting in Excel using Access queries

### Pre-requisites

Access Introduction or equivalent level of knowledge

### Duration

One day

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Access Introduction