

# KEEP IT SIMPLE COMPUTER TRAINING

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866-PC-SKILLS

<b>Course Title:</b>	<b>Intermediate Microsoft Access</b>
<b>Course Length:</b>	2 days
<b>Prerequisite:</b>	Introduction to Microsoft Access
<b>Course Description:</b>	Topics include database design, filtering data, validating data integrity, input masks, table lookups, value lists, forms with subforms, form properties, editing subforms, creating text strings, action queries, sorting and grouping in reports, OLE object fields, inserting OLE objects, using command buttons and creating switchboard forms.
<b>Performance Objectives:</b> <b>Students will become skilled in ...</b>	<ol style="list-style-type: none"><li>1. Database Design<ol style="list-style-type: none"><li>1.1. Defining Relationships</li><li>1.2. Relationship Types</li><li>1.3. Using the Table Analyzer Wizard</li></ol></li><li>2. Finding and Filtering Data<ol style="list-style-type: none"><li>2.1. Finding and Replacing Data</li><li>2.2. Filtering by Selection</li><li>2.3. Filtering by Form</li><li>2.4. Using Advanced Filter/Sort</li></ol></li><li>3. Maintaining Data Integrity<ol style="list-style-type: none"><li>3.1. Using Input Masks</li><li>3.2. Setting Default Values</li><li>3.3. Setting the Required Property</li><li>3.4. Setting Field Validation Rules</li><li>3.5. Setting Table Validation Rules</li><li>3.6. Using Lookup Fields and Combo Boxes</li></ol></li><li>4. Working with Subforms<ol style="list-style-type: none"><li>4.1. Setting Form Control Properties</li><li>4.2. Creating Main Forms with Subforms</li><li>4.3. Adding a Subform to an Existing Form</li><li>4.4. Editing Subforms</li></ol></li><li>5. Creating Action Queries<ol style="list-style-type: none"><li>5.1. Creating Append Queries</li><li>5.2. Creating Make Table Queries</li><li>5.3. Creating Delete Queries</li><li>5.4. Creating Update Queries</li></ol></li><li>6. Controlling Reports<ol style="list-style-type: none"><li>6.1. Setting Report Properties</li><li>6.2. Setting Report Control Properties</li><li>6.3. Using Sorting and Grouping</li></ol></li><li>7. Using OLE Object Fields<ol style="list-style-type: none"><li>7.1. Adding OLE Object Fields to Tables</li><li>7.2. Inserting an OLE Object</li><li>7.3. OLE Object Fields in Forms</li><li>7.4. Setting the Size Mode Property</li></ol></li><li>8. Using Switchboard Forms<ol style="list-style-type: none"><li>8.1. Creating a Switchboard Form</li><li>8.2. Adding a Button to a Switchboard</li><li>8.3. Adding Images to Forms</li><li>8.4. Setting Startup Options</li></ol></li></ol>