



4D Group

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.
- Revision.
- Concepts and uses of main and sub-forms.
- Main and sub-form design.
- Controlling data entry.
- Group statistics.
- Sections of a report.
- Calculating in reports.
- Merging from Word.
- Query Wizards.
- Crosstab.
- Find duplicates.
- Find un-matched.
- Action 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