

**Duration:** Two Days

**Associated courses:** Access 2003 Introduction,  
Access 2003 Advanced

Access 2003 Intermediate

| Description  | Pre-requisites  |
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| This <b>Intermediate Microsoft Access</b> course is designed for users who have a basic grounding in <b>database</b> concepts and either use existing databases or have designed simple databases of their own. Participants will gain skills that will enable them to use their databases much more effectively, by designing more streamlined forms and reports and using queries to focus in on the data that is important. | Participants should be familiar with general database concepts and be able to create and use tables and create simple forms and reports. Please view the contents of the <b>Access Introduction</b> course and make sure that you are comfortable with the majority (80%) of the contents before considering this course. |

## CONTENTS

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| <p><b>Review</b></p> <p>The course starts with an exercise that will call on the skills learnt in the <b>Access Introduction</b> course. It will help to determine whether the student should continue with the Intermediate course or go back a step and complete the Introduction course.</p> <p><b>Queries</b></p> <ul style="list-style-type: none"><li>Exploring comparison operators<ul style="list-style-type: none"><li>- AND, OR, NOT, BETWEEN</li></ul></li><li>Using wildcards</li><li>Action queries<ul style="list-style-type: none"><li>- Update, Append, Delete and Make Table queries</li></ul></li><li>Top values</li><li>Calculated fields and concatenation</li><li>Exploring table joins</li><li>Parameter queries</li><li>Function queries</li><li>Using the Find Duplicates query wizard</li></ul> | <p><b>Forms</b></p> <ul style="list-style-type: none"><li>Bound and unbound controls</li><li>Form sections</li><li>Using the Field List</li><li>Aligning controls</li><li>Using the form controls<ul style="list-style-type: none"><li>- labels, lines, images, check boxes, option buttons, command buttons, drop-down lists</li></ul></li><li>Creating a form from scratch</li><li>Setting default values</li><li>Changing the tab order</li></ul> <p><b>Reports</b></p> <ul style="list-style-type: none"><li>Creating a report from scratch</li><li>Creating a report using the wizard</li><li>Basing a report on a table or query</li><li>Grouping and sorting data</li><li>Keeping groups of data together</li><li>Controlling pagination</li><li>Report sections</li><li>Report layouts</li><li>Creating a running summary</li><li>Formatting a report into columns</li><li>Formatting text</li><li>Adding lines</li><li>Using the label wizard</li></ul> | <p><b>Sub-reports and Sub-forms</b></p> <ul style="list-style-type: none"><li>Why use a subreport or subform?</li><li>Creating and using a subform or subreport</li></ul> <p><b>Using Expressions</b></p> <ul style="list-style-type: none"><li>Using the Expression Builder</li><li>Date functions<ul style="list-style-type: none"><li>- Date, DateDiff, DatePart and DateAdd</li></ul></li><li>Expressions using fields</li><li>Integral IF – IIF</li><li>Aggregate functions<ul style="list-style-type: none"><li>- Sum, Avg, Count</li></ul></li><li>Referring to subform / subreport controls in expressions</li></ul> <p><b>Macros</b></p> <ul style="list-style-type: none"><li>Why use a macro?</li><li>Creating and running a macro</li><li>Macro actions</li><li>Action properties</li><li>Assigning a macro to a command button</li></ul> |
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