

# Microsoft Access Intermediate

2002 / 2003 / 2007

Duration: 1 Day

## Who Should Attend / Target Audience

This course has been developed for Access users want to report on and manipulate data and improve their working knowledge of the product.

## Prerequisites

Participants will need to be familiar with all of the topics covered in the Microsoft Access Introduction course.

## Learning Outcomes

- Import, link and export tables
- Work with table properties
- Use select queries and create crosstab queries and charts, as well as use action queries
- Create subforms and subreports
- Publish Access reports to Word and Excel
- Perform a mail merge using an Access table

## Course Content

Version: 18/12/09

### Revision Exercise

Tables, Queries, Forms and Reports

### Importing, Linking and Exporting Tables

Importing Data into Access  
Drag and Drop Import  
Linking Tables  
Modifying Linked Tables  
Importing vs Linking Tables  
Exporting Data from Access  
ODBC and SQL

### Working with Table Properties

Using the Field Builder  
Defining the Field Properties  
The Field Size Property  
The Format Property  
Creating a Custom Format  
Creating Custom Date Formats  
The Decimal Place Property  
The Input Mask Property  
Input Mask Structure  
The Input Mask Wizard  
The Caption Property  
The Default Value Property  
The Validation Rule and Validation Text Properties  
The Required Property  
The Indexed Property  
About Table Properties

### Using Select Queries

Using the Expression Builder  
About Joins  
Types of Joins  
Calculating Totals in a Query  
Creating Parameter Queries  
Using Forms in Parameter Queries  
Returning Top Values in a Query  
About SQL Specific Queries  
Creating a Union Query

### Using Crosstab Queries and Charts

About Crosstab Queries and Charts  
Creating a Crosstab Query in Design View  
Using the Crosstab Query Wizard  
Creating a Chart

### Using Action Queries

Action Query Types  
Creating an Update Query  
Running an Action Query  
Creating an Append Query

### Creating Subforms

About Subforms  
Creating the Subreports  
Inserting the Subreports into the Main Report

### Publishing Reports to Word and Excel

Publishing a Report to Word  
Publishing a Report to Excel

### Creating Mail Merge Reports

Creating a Mail Merge Using an Access Database

Next Level Course: MS Access Advanced

Availability:  In House  Closed Group  Public