



# Access Intermediate

# Course Content

## General Outline

The concepts of relationships between tables are covered further in this course. Creating and editing forms and reports is revisited but this time in terms of the data relationships. Forms and subforms are covered to show you how to extend the functionality of your database.

You are then taken through other powerful ways of validating data and improving the user-friendliness of your database. Extending from this is the addition of Windows forms on the database to create drop downs, check boxes, and so on, for easy selection and manipulation of data.

## Major Skills Covered

- ◆ Revise Access shortcuts and basics
- ◆ Add more tables and create relationships
- ◆ Use queries to combine tables
- ◆ Format and design forms, reports and charts
- ◆ Create forms and subforms
- ◆ Create calculation queries
- ◆ Add calculations to forms and reports
- ◆ Add Windows features to forms (drop downs, etc)
- ◆ Create 'front-end' menus and 'Switchboards'
- ◆ Control database 'start-up' options
- ◆ Implement simple security measures

## Client Reviews

"Able to work at own pace. Great visuals."  
**Deirdre, Office Manager; Advanced**

"I was impressed by the straightforwardness of the program."  
**Rob, Defence; Advanced**

"The possibilities for MS Access were revealed!"  
**Mark, Electronics Technician; Intermediate**

"The layout of the training room was great. What I've learnt this day has created further opportunities for my career."  
**Chris, Tech Officer; Introduction**



## Delivery, Duration & Rate

- ◆ 1 day public course, OR  
3 x 1-hour online OR  
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:  
[classtraining.com.au/  
coursedates/cat-6-access/](http://classtraining.com.au/coursedates/cat-6-access/)

## Prerequisites

Previous experience in Access or attendance at CLASS Training Basics course recommended.

## Public Course Includes\*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## Dates + Bookings

- ◆ Phone us on **(02) 6041 2711**
- ◆ Email us at:  
[office@classtraining.com.au](mailto:office@classtraining.com.au)
- ◆ View dates and book online at:  
[classtraining.com.au/  
coursedates/](http://classtraining.com.au/coursedates/)