



# 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. You'll also learn how to create drop downs, check boxes, and so on, for easy selection and manipulation of data.

**This will help make your database more user-friendly.**

## Major Skills Covered

- ◆ Revise Access shortcuts and basics.
- ◆ Add more tables and create relationships.
- ◆ Use queries to filter data and 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**

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

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

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

"Mark explained the concepts easily and concisely. I now have a better understanding of how to create databases"



## Delivery & Duration

- ◆ 1 day public course, **OR**  
2 x 1½-hour online sessions **OR**  
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:  
[classtraining.com.au/coursedates/  
6-access-intermediate/](http://classtraining.com.au/coursedates/6-access-intermediate/)

## Prerequisites

CLASS Training **Access Basics** course or proven experience in Access is highly recommended.

## Public Course Includes\*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

## How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:  
**office@classtraining.com.au**
- ◆ Book online:  
[classtraining.com.au/coursedates/  
6-access-intermediate/](http://classtraining.com.au/coursedates/6-access-intermediate/)

