



Intermediate Access 2003/2007

Course Outline

Duration: 1 Day

Structuring Existing Data

Importing Data
Analysing Tables
Creating a Junction Table
Improving Table Structure

Writing Advanced Queries

Creating Unmatched and Duplicates Queries
Grouping and Summarising Records Using the Criteria Field
Summarising Data with a Crosstab Query
Creating a PivotTable and a PivotChart
Displaying a Graphical Summary on a Form

Simplifying Tasks with Macros

Creating a Macro
Attaching a Macro to a Command Button
Restricting Records Using a Where Condition

Adding Interaction and

Automation with Macros

Requiring Data Entry with a Macro
Displaying a Message Box with a Macro
Automating Data Entry

Making Forms more Effective

Changing the Display of Data Conditionally
Displaying a Calendar on a Form
Organising Information with Tab Pages

Making Reports More Effective

Cancelling Printing of a Blank Report
Including a Chart in a Report
Arranging Data in Columns
Creating a Report Snapshot

Maintaining an Access Database

Linking Tables to External Data Sources
Backing Up a Database
Compacting and Repairing a Database
Protecting a Database with a Password
Determining Object Dependency
Documenting a Database
Analysing the Performance of a Database

Shortcut Keystrokes