



eTraining & Services

Providing you with the Dedication and Quality you deserve.

Microsoft Access – Intermediate Level

Getting Started

- Opening Microsoft Access
- Creating Databases

The Database Window

- Parts of the Microsoft Access Window
- Database Objects

Getting Help

- Using Office Assistant

Tables

- Creating Tables
- Using the Table Wizard
- Added Data
- Finding, Sorting & Filtering Data

Forms

- Creating Forms
- Making Changes to a Form

Simple Queries

- What is a Query?
- Types of Queries
- Creating Queries
- Working with Criteria

Working with Multiple Tables

- Relationships
- How to Define a Relationship between two Tables
- How to Edit or Delete an existing Relationship
- Using List Boxes & Combo Boxes to Reference other Tables

Reports

- Creating an Auto Report
- Creating Reports with the Report Wizard
- Using the Report Design Window