



4D Group

## Access Intermediate

### Who would benefit?

This course is intended for people who will be involved either in the specification or physical design of databases within their organisation.

### Objective

To expand on skills learnt in the introductory course, including effective management of issues presented by one to many relationships.

### Content

- Discuss individual's needs.
- Revision.
- Concepts and uses of main and sub-forms.
- Main and sub-form design.
- Controlling data entry.
- Group statistics.
- Sections of a report.
- Calculating in reports.
- Merging from Word.
- Query Wizards.
- Crosstab.
- Find duplicates.
- Find un-matched.
- Action queries.

### Pre-requisites

Access Introduction or equivalent level of knowledge

### Duration

One day

### Pre-requisites

It is assumed anyone attending this course has either attended or has the knowledge provided by Access Introduction