

Course Overview

The Intermediate Microsoft Access training aims to equip participants with advanced database design, querying, and data management skills using Microsoft Access. This course enables individuals to create more sophisticated databases, design complex forms and reports, optimize queries, automate tasks with macros, and collaborate effectively.

Audience Profile

Business Professionals who need to create and manage databases for tracking and reporting. Office Administrators and Data Entry Specialists responsible for maintaining databases. Small Business Owners looking to organize and analyse their business data. Students and Learners interested in acquiring database management skills. Anyone seeking a foundational understanding of Microsoft Access

Certification

Certificate of completion

Word Intermediate Overview

Lesson 1: Database Design and Table Relationships

- Review of Database Basics
- Intermediate Table Design
- Establishing Table Relationships
- Enforcing Referential Integrity

Lesson 2: Intermediate Query Design

- Creating Queries with Multiple Tables
- Joining Tables with INNER and OUTER Joins
- Calculated Fields and Expressions
- Parameter Queries and Query Criteria

Lesson 3: Form Design and Customization

- Advanced Form Design Techniques
- Sub-forms and Tab Controls
- Form Navigation and Layout
- Data Validation and Input Masks

Lesson 4: Report Creation and Customization

- Building Complex Reports
- Grouping and Sorting Data
- Calculated Controls in Reports
- Advanced Printing and Export Options

Lesson 5: Data Validation and Integrity

- Data Validation Rules
- Input Masks and Validation Text
- Table Validation Rules
- Using Validation in Forms and Reports

Lesson 6: Query Optimization and Performance

- Indexing and Query Performance
- Query Optimization Techniques
- Query Tuning
- Troubleshooting Performance Issues

Lesson 7: Macros and Automation

- Creating Data Macros
- Macro Design and Debugging
- Automating Tasks with Macros
- Event-Driven Macros

Lesson 8: Importing and Exporting Data

- Importing Data from External Sources
- Exporting Data to Various Formats
- Using Import and Export Specifications
- Automating Data Transfer

Lesson 9: Collaboration and Integration

- Integrating with Other Office Applications
- Collaborative Features with SharePoint
- Web Database Publishing
- Multi-User Database Management

Lesson 10: Advanced Tips and Tricks

- Keyboard Shortcuts and Productivity Tips
- Troubleshooting Common Issues
- Database Backup and Recovery
- Best Practices in Access Development

Pre-Requisites

Required:

- Familiarity with a Windows-based computer