Access Intermediate Course

Tables

- Advanced Field Properties
- Specify Custom Formats
- Create and Apply Input Masks
- Specify Validation Rules
- Index Fields
- Create Multiple Field Indexes
- Use the Lookup Wizard to Lookup Values in Another Table
- Primary Key Fields

Select Queries

- Apply Wildcard Criteria
- Use Comparison Operators
- Use Logical Operators
- Create an Is Null Query
- Create a Totals Query
- Perform Calculations in a Query
- Concatenate Fields in a Query
- Parameter Queries

Action Queries

- Make Table Query
- Append Query
- Update Query
- Delete Query
- Crosstab Query

Forms

- Add Controls to a Form
- Tips for Arranging Controls
- Get a Form to Open Automatically
- Set up a Form for Data Entry Only
- Create Forms with Sub-forms
- Create a Switchboard

Reports

- Apply Conditional Formatting to a Report
- Format Sections
- Add Fields to Your Report
- Understand the Report's Design View
- Arrange & Align in Design View
- Add Grouping and Sorting to Records
- Force New Page for Each Group Heading
- Display Data from Multiple Tables in Your Report

Design a Relational Database

- Plan a Database
- Database theory – Normalisation
- Primary/Foreign Keys
- Fact vs Dimension Tables
- Create Relationships
- Types of Table Relationships
    - One-to-Many
    - Many-to-Many
    - One-to-One
- Referential Integrity
    - Cascade Update
    - Cascade Delete
- Join Types
- Establish Relationships Using the Lookup Wizard
    - Edit a Lookup
    - Show More Than One Field in a Lookup Drop-Down