



MS Access

# Intermediate



Table



Slicer



PivotTable



PivotChart



Interactive Dashboards

Data Model

**DAX**

Power Pivot

Power Query

Power BI

**Excel Online**



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## MS Access Intermediate Course

A customizable course

### Duration

1 day (2 sessions of 3.5 hours each)

### Objectives

This Microsoft Access Intermediate course will expand your knowledge and skills regarding relational database design, promote quality input from users, improve database efficiency, promote data integrity and implement advanced features in tables, queries, forms, and reports.

In this course you will:

1. Provide input validation features to promote the entry of quality data into a database.
2. Organize a database for efficiency and performance, and to maintain data integrity.
3. Improve the usability of Access tables.
4. Create advanced queries to join and summarize data.
5. Use advanced formatting and controls to improve form presentation.

The course is totally hands-on. No theory! No PowerPoint presentation. Throughout the course you practice the skills on Access. The exercises are based on real life data scenarios.

### Pre-requisite

This is an Intermediate training course and hence please ensure that you have Microsoft Access Beginners skills such as creating tables, designing forms and reports, and building queries.



## Outline of MS Access Intermediate Course

### 1. Using Microsoft Access to Promote Quality Data Input

1. Restrict Data Input Through Field Validation
2. Restrict Data Input Through Forms and Record Validation

### 2. Improving Efficiency and Data Integrity

1. Data Normalization
2. Associate Unrelated Tables
3. Enforce Referential Integrity

### 3. Improving Table Usability in Microsoft Access

1. Create Lookups Within a Table
2. Work with Sub-datasheets

### 4. Create Advanced Queries

1. Create Query Joins
2. Create Subqueries
3. Summarize Data

### 5. Improving Form Presentation

1. Apply Conditional Formatting
2. Create Tab Pages with Sub-forms and Other Controls

### 6. Creating Advanced Reports

1. Apply Advanced Formatting to a Report
2. Add a Calculated Field to a Report
3. Control Pagination and Print Quality
4. Add a Chart to a Report



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