



Access - Intermediate

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Lesson 1: Planning a Database

Topic 1A: Design a Relational Database
Topic 1B: Identify Database Purpose
Topic 1C: Review Existing Data
Topic 1D: Determine Fields
Topic 1E: Group Fields into Tables
Topic 1F: Normalize the Data
Topic 1G: Designate Primary and Foreign Keys

Lesson 2: Building the Structure of a Database

Topic 2A: Create a New Database
Topic 2B: Create a Table Using a Wizard
Topic 2C: Create Tables in Design View
Topic 2D: Create Relationships between Tables

Lesson 3: Controlling Data Entry

Topic 3A: Restrict Data Entry with Field Properties
Topic 3B: Create an Input Mask
Topic 3C: Create a Lookup Field

Lesson 4: Finding and Joining Data

Topic 4A: Find Data with Filters
Topic 4B: Create Query Joins
Topic 4C: Join Unrelated Tables
Topic 4D: Relate Data Within a Table

Lesson 5: Creating Flexible Queries

Topic 5A: Set Select Query Properties
Topic 5B: Create Parameter Queries
Topic 5C: Create Action Queries

Lesson 6: Improving Your Forms

Topic 6A: Enhance the Appearance of a Form
Topic 6B: Restrict Data Entry in Forms
Topic 6C: Add Command Buttons
Topic 6D: Create a Subform

Lesson 7: Customizing Your Reports

Topic 7A: Organize Report Information
Topic 7B: Set Report Control Properties
Topic 7C: Control Report Pagination
Topic 7D: Summarize Information
Topic 7E: Add a Subreport to an Existing Report
Topic 7F: Create Mailing Labels

Lesson 8: Expanding the Reach of Your Data

Topic 8A: Publish Access Data as a Word Document
Topic 8B: Analyze Access Data in Excel
Topic 8C: Export Data to a Text File
Topic 8D: Merge Access Data with a Word Document