



# MICROSOFT ACCESS 2000 (Intermediate)

## Duration

Single session of 3 hrs

## Course Outline

### Lesson 1: Creating Relational Databases

Examining Table Relationships (One to one - One to many - Many to many)  
Relating Tables  
Different types of Table join  
Enforcing Referential Integrity  
Printing Table Relationships

### Lesson 2: Data Integrity

Reviewing Field Properties  
Using Input Masks  
Setting Required Properties  
Using Validation Rules

### Lesson 3: Working with Related Tables

Using the Lookup Wizard  
Using Subdatasheets

### Lesson 4: Design your own Forms

Adding controls to forms  
Labels  
Unbound fields  
Adding combo boxes to a form  
Adding Check Boxes  
Using Calculated Controls on a form  
Creating Subforms  
Displaying Information with Subforms

### Lesson 5: Design Reports

Creating a Report Using the Report Wizard  
Customizing Headers and Footers  
Concatenating Text Fields  
Adding Calculated Values  
Forcing Pagination  
Working with Subreports  
Working with Charts

## **Lesson 6: Advance Queries**

Using Crosstab Queries

Using Parameter Queries

Using Action Queries