



## Access 2013 Intermediate

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This course provides students with additional skills and concepts needed to use Microsoft Access 2013 productively and efficiently. They will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, sub forms and sub reports, navigation forms, and calculated fields.

### **Relational Databases**

- Database normalization
- Table relationships
- Referential integrity

### **Related tables**

- Creating lookup fields
- Modifying lookup fields
- Sub datasheets

### **Complex queries**

- Joining tables in queries
- Using calculated fields
- Summarizing and grouping values

### **Advanced form design**

- Adding unbound controls
- Graphics
- Adding calculated values
- Adding combo boxes
- Advanced Form Types

### **Reports and printing**

- Report formatting
- Calculated values and sub reports
- Printing
- Label printing

### **Charts**

- Charts in forms
- Charts in reports