

A Special Program from the
Office of Human Resources – Training

MICROSOFT ACCESS INTERMEDIATE

PROGRAM OVERVIEW:

In this intermediate course students will learn to normalize table data, and analyze and plan table relationships. The students will also learn how to design queries and create customized form and report designs. The Label Wizard will be used to create mailing labels. Microsoft Access Introduction is a prerequisite for this course.

COURSE OUTLINE:

- I. Principles of table design
 - II. Principles of table relationships
 - III. Table designing techniques
 - Working with field properties
 - Indexing techniques
 - IV. Designing select queries
 - Working with calculations
 - Creating advanced select queries
 - V. Enhanced form design
 - Using properties
 - Adding bound and calculated controls
 - Adding combo boxes and list boxes
 - Adding unbound controls
 - VI. Customizing reports
 - VII. Creating mailing labels
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**Presented by the faculty of
The Pennsylvania State University Lehigh Valley Campus**

**Please complete the registration form and Needs Assessment Survey
and return to the Office of Human Resources – Training**