



Course Outline

Access 2007 Intermediate

SECTION 1 - RELATIONSHIPS

UNDERSTANDING RELATIONSHIPS
TYPES OF RELATIONSHIPS
REFERENTIAL INTEGRITY
CREATING RELATIONSHIPS
EDITING RELATIONSHIPS

SECTION 2 - QUERIES

QUERIES
PARAMETER QUERIES
ACTION QUERIES
CALCULATING IN QUERIES
QUERY WIZARDS

SECTION 3 - FORMS

CREATING FORMS
MODIFYING A FORM
CREATING COMBO AND LIST BOXES
SETTING PROPERTIES FOR CONTROLS
SETTING TAB ORDER

SECTION 4 - REPORTS

TYPES OF REPORTS
CREATING GROUP REPORTS
SECTION 5 - USING ACCESS WITH WORD AND EXCEL
USING ACCESS, WORD AND EXCEL TOGETHER
INDEX