



Microsoft Access Intermediate Course Outline

Structuring Existing Data

Restructure the Data in a Table
Create a Junction Table
Improve the Table Structure

Writing Advanced Queries

Create Subqueries
Create Unmatched and
Duplicate Queries
Filter Records Using Criteria
Summarize Data Using a
Crosstab Query
Create a PivotTable and a
PivotChart

Simplifying Tasks with Macros

Create a Macro
Attach a Macro
Restrict Records
Using a Condition
Validate Data Using a Macro
Automate Data Entry Using a
Macro

Creating Effective Reports

Include a Chart in a Report
Print Data in Columns Cancel
Printing of a Blank Report
Publish a Report as a PDF

Maintaining an Access Database

Link Tables to External Data
Sources
Manage a Database Determine
Object Dependency
Document a Database
Analyze the Performance of a
Database