

# Access Intermediate

**Duration: 2 Days**

## Description

This class is designed to take participants beyond the basics of Introduction. Students will learn how to create and format forms, subforms, and reports. In addition, the course will cover how to manage data, add controls on forms and reports, import and export data, and create switchboards and work in an automated database.

## Prerequisites

Access Introduction

## Who Should Take This Course?

Users of Access who are skilled at the basics and want to learn develop custom forms and reports to manipulate, control, and present data.

## Objectives

- ✓ Create forms, and use forms to enter and manage data.
- ✓ Add and format controls on forms.
- ✓ Manipulate data and make changes in Form view.
- ✓ Create and use subforms.
- ✓ Create reports.
- ✓ Add and format controls on reports.
- ✓ Import and export data.
- ✓ Create switchboards and work in an automated database.

## Outline

### Introduction to Forms

- Understanding forms
- Opening a form
- Navigating through forms
- Managing data with forms
- Printing a form
- Creating forms with the Form Wizard

### Working with Forms in Design View

- Creating forms in Design View
- Resizing sections on a form
- Adding bound and unbound controls
- Adding a calculated control
- Selecting and formatting controls
- Applying Conditional Formatting
- Managing form and control properties
- Creating and using subforms

### Working with Forms in Form View

- Sorting records
- Finding and replacing data in forms
- Using filtering

### Introduction to Reports

- Understanding reports
- Opening, printing, and closing reports
- Creating reports using the Report Wizard

### Working with Reports in Design View

- Creating reports in Design View
- Resizing sections on a report
- Adding controls to reports
- Selecting, manipulating, and formatting controls
- Adding lines, rectangles, and images
- Managing properties
- Sorting and grouping records
- Working with page breaks
- Adding calculated controls
- Adding a subreport to an existing report

### Importing and Exporting Data

- Importing spreadsheet data
- Importing a text file
- Linking tables to an external source
- Exporting a database object to another access database
- Exporting data to a text file
- Exporting data to a spreadsheet

### Working with an Automated Database

- Understanding an automated database
- Navigating in an automated database
- Using database navigation tools