Course information for

Microsoft Access Intermediate

A premier Microsoft Access training course from ZandaX

Microsoft Access Intermediate

What you'll learn

✓ Advanced File Tasks
  ★ Identify and use functions to manage and safeguard your database
✓ Working with Tables
  ★ Understand different field types and validation to improve database efficiency
✓ Working with Forms
  ★ Create and customise forms to improve user interaction with your database
✓ Working with Reports
  ★ Create and customise reports for better presentation of your data
✓ Working with Queries
  ★ Create basic and more advanced queries using Access' query tools and wizards

What does our Access Intermediate course cover?

See the Power of Access

This course takes you swiftly on from the Introduction course, showing you how to link, group and analyze your data.

It's where the power of Access really kicks in, and if your data is too big or complex for spreadsheets, you'll be energized by what you learn here.

Of course, you should have a good working knowledge and understanding of what's covered in the Introduction course.

This Microsoft Access skills training course, like all our courses, has been developed over many years of classroom and online delivery.   Content has been thoroughly researched and is constantly updated so it's always leading edge.   It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?
Just think about this: how much would you benefit if you had better Microsoft access skills?

Course content for Microsoft Access Intermediate

1 - Advanced File Tasks

» Using Windows Explorer within Access
» Database Management
» Saving Your Files
» Exporting Files
» Linking Files

2 - Working with Tables

» Customizing Tables
» Table Properties: Formatting
» More Table Properties
» Data Validation and Lookup Wizard

3 - Working with Forms

» Basic Form Controls
» Advanced Form Controls
» Formatting Your Form
» Formatting Controls
» Using Themes

4 - Working with Reports

» Organizing Report Data
» Formatting Reports
» Common Report Tasks

5 - Working with Queries

» Basic Queries
» Doing More with Queries
» Creating Advanced Queries
» Creating Management (Action) Queries

This is a CPD Certified Course

This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

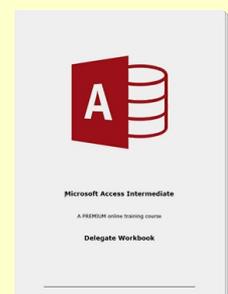## And There's a Great Workbook...

The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are.**

How about realizing your **full potential?**

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on

More about the ZandaX Microsoft Access Intermediate course

Step Up to Real Functionality

If the Introduction course showed you how to set up the basics, the Intermediate course shows you how to work at a higher level.

You learn about Database Management and working with, saving, exporting, and linking, files.

You then move on to Table properties and data validation; formatting and controlling your Forms, and working effectively with Reports and Queries.

The skills you acquire in this course will enable you to set up commercial-standard databases with a whole host of practical uses.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate.   It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maxmize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate.   So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.