

## Microsoft Access Training – Level 2 Course Contents - Duration: 1 Day

### What we will learn:

#### **Relational Databases**

Database normalization  
Table relationships  
Referential integrity

#### **Related Tables**

Creating lookup fields  
Modifying lookup fields  
Subdatasheets

#### **Complex Queries**

Joining tables in queries  
Using calculated fields  
Summarizing and grouping values

#### **Advanced Form Design**

Adding unbound controls  
Graphics  
Adding calculated values  
Adding combo boxes  
Advanced form types

#### **Reports and Printing**

Report formatting  
Calculated values and sub reports  
Printing  
Label printing

#### **Charts**

Charts in forms  
Charts in reports

**Why can't an IT guy keep a girlfriend?  
He turns them all off and on again.**