

## Microsoft Access Intermediate

<b>Advanced Forms and Reports</b>	<ul style="list-style-type: none"><li>• Using Properties</li><li>• Sub Forms and Sub Reports</li><li>• Calculated Fields in Forms and Reports</li><li>• Tabbed Forms</li><li>• Graphics in Forms and Reports</li><li>• Programming with Command Buttons</li><li>• Using Active-X Controls</li></ul>
<b>Queries</b>	<ul style="list-style-type: none"><li>• What are Queries?</li><li>• Query Types</li><li>• Designing a simple Select query using the QBE grid</li><li>• Calculated Fields</li><li>• View Totals and Subtotalling</li><li>• Parameter Queries</li><li>• Setting Parameters</li><li>• Running the Query</li><li>• Conditional Branching -the IF function</li><li>• Action Queries</li><li>• Make Table Query</li><li>• Update, Append and Delete Queries</li><li>• Programming</li></ul>
<b>Database Maintenance</b>	<ul style="list-style-type: none"><li>• Compacting and Repairing a Database</li><li>• Backing Up</li><li>• Upsizing to a MS SQL Server Database</li><li>• Analysing the Database</li></ul>
<b>Database Security</b>	<ul style="list-style-type: none"><li>• Password Protecting the Database</li><li>• Removing a Password</li><li>• Encryption</li><li>• Setting User-Level Security with the Wizard</li></ul>
<b>User and Group Accounts</b>	<ul style="list-style-type: none"><li>• Predefined Accounts</li></ul>
<b>Permissions</b>	<ul style="list-style-type: none"><li>• What are Permissions</li><li>• Assigning Permissions</li><li>• Access and MS Office</li><li>• Access and the Web</li></ul>