

## Access 2016 Intermediate

**Length:** 1 Day

**Experience Needed:** Access 2016 Introduction, or applicable experience

**Summary:** This class builds on a reasonable level of database design experience that may have been gained from the Introduction course.

**Who Should Attend:** People who intend to design databases at an advanced level or improve existing Access databases. Also conversion of databases made in other applications and spreadsheet (flat file) databases.

---

## COURSE CONTENT

### 1. ACTION QUERIES

- Types of Query
- The Crosstab Query
- The Make Table Query
- The Append Query
- The Delete Query
- The Update Query

### 2. CUSTOMIZING FORMS

- Manipulating Data in the Form
- Creating A New Form
- Using the Form Wizard
- Creating a Form with a Sub form
- Modifying and Redesigning the Form

### 3. REPORTS

- The Report Wizard
- Creating a Report with Summary Totals
- Using the Label Wizard
- Modifying and Redesigning the Report.
- Publishing Access Data on the Web

### 4. PROTECTING DESKTOP DATABASES WITH BACKUP AND RESTORE PROCESS

- Why do I need a backup?
- Creating a database backup
- Creating a Split Database
- Backing up back-end database and front-end database
- Restoring a database