

## Microsoft Access Course Outlines

### Access for End Users

- 🔗 Update existing tables
- 🔗 Data input
- 🔗 Using Sort, Find, Filter
- 🔗 Writing queries to extract data and report writing

### Introduction to Database Design

- 🔗 Overview, the QAT and Ribbon
- 🔗 Database concepts and design
- 🔗 Creating tables, data types, field properties and data entry
- 🔗 Filtering and sorting data
- 🔗 Creating select queries for extracting data
- 🔗 Designing forms
- 🔗 Printed reports

### Intermediate

- 🔗 Relational databases
- 🔗 Action queries
- 🔗 Crosstab queries
- 🔗 Multi table forms
- 🔗 Tab forms
- 🔗 Form Controls and properties
- 🔗 Sub forms and sub reports
- 🔗 Simple macros and buttons
- 🔗 Mail merge

### Advanced

- 🔗 User Interface
- 🔗 Macros
- 🔗 Lists
- 🔗 Object oriented programming and modules control sources
- 🔗 Debugging
- 🔗 Functions