



Training Solutions, Inc.

## Microsoft Access XP Intermediate Course Outline

### Section 1 - Importing and Exporting

- New in Access 2002
- Import an Excel List
- Import an Access Object
- Export Data to Excel

### Section 2 - Creating Relationships

- One-to-One Relationship
- One-to-Many Relationship
- Many-to-Many Relationship
- Set Relationships
- Referential Integrity
- Remove Relationships
- Preview Relationships Subdatasheet

### Section 3 - Advanced Queries

- Parameter Queries
  - Criteria
  - Between option
- Calculations in Queries
- Action Queries
  - Make-Table Query
  - Append Query
  - Update Query
  - Delete Query

### Section 4 - Advanced Forms

- Calculations in Forms
  - Calculated Fields
- Combo Boxes
  - Use the Properties Window
  - Use the Control Wizard
- Subforms

### Section 5 - Creating Groups and Totals

- Use Report Wizard to Create Groups
- Sort and Group
- Page Breaks in Reports
- Add a Force New Page
- Create Calculations in Reports
- Create a Running Sum

### Section 6 - Introduction to Macros

- Create a New Macro
- Create OpenQuery Macro
- Execute Macros
- Assign Macros to Buttons
- Chain Macros
- AutoExec Macro
- Edit an AutoExec Macro