



## Microsoft Access Intermediate Course Outline

### **Structuring Existing Data**

Restructure the Data in a Table

Create a Junction Table

Improve the Table Structure

### **Writing Advanced Queries**

Create Subqueries

Create Unmatched and Duplicate Queries

Filter Records Using Criteria

Summarize Data Using a Crosstab Query

Create a PivotTable and a PivotChart

### **Simplifying Tasks with Macros**

Create a Macro

Attach a Macro

Restrict Records

Using a Condition

Validate Data Using a Macro

Automate Data Entry Using a Macro

### **Creating Effective Reports**

Include a Chart in a Report

Print Data in Columns Cancel Printing of a

Blank Report

Publish a Report as a PDF

### **Maintaining an Access Database**

Link Tables to External Data Sources

Manage a Database Determine Object

Dependency

Document a Database

Analyze the Performance of a Database