

# Refine-IT

*Learning is a journey not an event*

## Course outline for MS Access 2007 – Intermediate level

### Data & Indexes

Input masks  
Validation rules  
Creating/Deleting Indexes  
Setting index properties

### Relational Databases

Database normalization  
Table relationship tool  
Referential integrity  
Join types

### Tables

Setting a primary key  
Lookup fields  
Modifying lookup fields  
Subdatasheets  
Importing from an external database  
Importing from Excel  
Removing unrelated/redundant data

### Queries

Linking tables  
Creating calculated fields  
Grouping values  
Creating update queries  
Creating delete queries  
Creating append queries  
Creating make table queries  
Creating parameter queries

### Forms

Using graphics  
Adding calculated values  
Adding controls  
Charts  
Adding new form fields  
Creating/Deleting Subforms  
Creating/Deleting a switchboard  
Using a form to locate information  
Headers & Footers

### Reports

Headers/Footers  
Adding calculated values  
Creating/Deleting Subreports  
Charts  
Adding controls  
Creating report snapshots  
Sorting records  
Grouping records

If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

Many more courses are available including MS Outlook, Internet, Word, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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