

## ONE DAY COURSE OUTLINE

### **ACCESS 2002/2003 INTERMEDIATE**

---

<b>Prerequisites</b>	Access Intermediate assumes a basic knowledge of Access 2003, especially building a database file and database tables.
<b>Target Audience</b>	The course provides the learner with skills required to work with data in existing databases and how to manage and manipulate database data.
<b>Learning Outcomes</b>	<p>At the completion of the course participants will be able to:</p> <ul style="list-style-type: none"><li>• Sort and filter data in a table</li><li>• Use a range of data validation techniques to protect data integrity</li><li>• Export records from Access</li><li>• Export records to HTML for use on the Web</li><li>• Add parameters to queries to capture criteria data</li><li>• Add calculated fields to queries</li><li>• Create action queries to make tables, and update, append, and delete records</li><li>• Understand table and query relationships and how they affect the integrity of data</li><li>• Protect database files against unauthorised access</li><li>• Use the Switchboard Manager to create a menu system</li></ul>

---