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#### Prerequisites

It is assumed that you can create a database file and store and manage data. It would also be beneficial to have a general understanding of personal computers and the Windows operating system environment.

#### Target Audience

This course is primarily designed for people who need to know how to create fully relational databases, automate operations and perform complex queries.

#### Learning Outcomes

- Design a relational database project
  - Create a relational database file with multiple tables
  - Set table relationships and join table together
  - Export records to and import records from a wide variety of sources and applications
  - Create queries based on one or more tables
  - Create and use parameter queries
  - Create calculated queries
  - Create and work with aggregation queries
  - Create and use a series of action queries
  - Modify and adapt an existing form according to specific needs
  - Create and use macros
  - Work with a number of macro techniques
  - Create macros on forms
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