



# CenterPoint Solution, LLC

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## MICROSOFT® ACCESS® - INTERMEDIATE LEVEL

### *Course Description:*

In this course you will consider how to design and create a new Access® database, how to customize database components, and how to share Access® data with other applications.

### *Who Should Take This Course:*

This course is for the individual whose job responsibilities include creating new databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces the student to integrating Access® data with other applications such as Microsoft® Word® or Excel®.

### *Achieved Results:*

You will design and create a new Access® database; improve queries, forms, and reports; and integrate Microsoft® Office Access® 2003 with other applications.

### *Course Outline:*

- Designing a Database
- Building the Structure of a Database
- Controlling Data Entry
- Finding and Joining Data
- Creating Flexible Queries
- Improving Your Forms
- Customizing Your Reports
- Merge and Export Data