

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Intermediate Microsoft Access

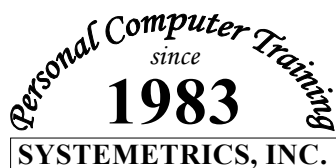
**Duration:** 1 day (6 hours)

**Prerequisite(s):** *Introduction to Microsoft Access* or equivalent experience

**Environment:** Microsoft Windows

**Version(s):** All through Access 2003.  
Taught using Access 2003.

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Access.



**SYSTEMETRICS, INC.**  
95 Sockanosset Crossroad  
Cranston, Rhode Island 02920

**Telephone: (401) 275-2200**

**Who Should Take This Seminar:** *Intermediate Microsoft Access* is designed to instruct the student in how to create more advanced tables, queries, reports, macros, and forms in order to enhance the usability of this powerful database product. The student should have taken Systemetrics' *Introduction to Microsoft Access* seminar or have equivalent experience, which includes being able to create tables, forms with different types of controls, select queries, and basic reports. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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### Seminar Outline

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- I. File Handling**
  - A. Compacting database files
  - B. Repairing database files
  - C. File and object security overview
- II. Using Different Types Of Queries**
  - A. Selecting data with select queries
  - B. Adding records to tables with append queries
  - C. Summarizing information with crosstabs queries
  - D. Deleting records with delete queries
  - E. Copying records to a new table with make-table queries
  - F. Changing data with update queries
  - G. Using parameters/variables in query criteria
  - H. Creating queries that calculate cumulative totals, averages, counts, etc.
  - I. Using queries to delete duplicate records
  - J. Using equi-joins, left-joins, and right-joins
- III. Using Expressions for Calculation and Criteria**
  - A. Using functions
    - 1. Date functions
    - 2. IIF function
    - 3. ISNULL and similar functions
    - 4. DLOOKUP function
  - B. Calculated fields in queries
  - C. Calculated controls in forms and reports
- IV. Importing, Exporting, and Linking Data and Objects**
- V. Using Form Controls and Buttons**
- VI. Using Macros To Control Actions**
  - A. Macro commands to force control recalculation
  - B. Macro commands to display and hide controls
  - C. Macro commands to place data in fields
  - D. Conditional macros