

## Access 2013 Intermediate

**Length:** 1 Day

**Experience Needed:** Access 2013 Introduction, or applicable experience

**Summary:** This class builds on a reasonable level of database design experience that may have been gained from the Introductory course.

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### COURSE CONTENT

#### 1: ACTION QUERIES

- Types of Query
- The Crosstab Query
- The Make Table Query
- The Append Query
- The Delete Query
- The Update Query

#### 2: CUSTOMIZING FORMS

- Manipulating Data in the Form
- Creating A New Form
- Using the Form Wizard
- Creating a Form with a Sub form
- Modifying and Redesigning the Form

#### 3: REPORTS

- The Report Wizard
- Creating a Report With Summary Totals
- Using the Label Wizard
- Modifying and Redesigning the Report
- Publishing Access Data on the Web

#### 4: PROTECTING DESKTOP DATABASE WITH BACKUP RESTORE PROCESSES

- Why do I need a backup?
- Creating a debase backup
- Creating a Split Databases
- Backing up back-end database and front-end database
- Restoring a database

#### APPENDIX A: ADDITIONAL FEATURES IN ACCESS 2013

- Backwards Compatibility
- E-mailing Database Information

#### APPENDIX B: INTRODUCTION TO SQL (FUNDAMENTALS)

- Introduction
- Data Definition Language
- Data Manipulation Language