

# Microsoft Access **INTERMEDIATE COURSE**

Your learning needs are at  
the heart of what we do.



By FourSquare Training

# Intermediate Microsoft Access training

We specialise in delivering flexible training programmes and the actual course content, topics and syllabus taught will vary depending upon your learning requirements and upon the version of the software taught.

- **Module 1: Microsoft Access Table Datasheets**

1. Rearranging Columns
2. Setting Column Width
3. Row Height
4. Freezing Columns
5. Hiding Columns
6. Access Font Properties
7. Access Cell Properties

- **Module 2: Data Input Forms**

1. Creating Access Forms Automatically
2. Creating Access Forms using Form Wizards
3. Selecting Fields for the Form
4. Form layout and Style in the Wizard
5. Creating Access Forms Manually
6. Data entry and Edit Using Forms

- **Module 3: Microsoft Access Form Design Screen**

1. Form Bands
2. Editing Grids
3. Selecting Controls
4. Colour, Border & Fill Properties
5. Field List and Control Name Properties
6. Access Toolbox Drawing Tools

- **Module 4: Fields and Controls**

1. Adding Fields
2. Calculated Fields
3. Changing the Control Type
4. Manipulating Controls
5. Stacking Controls
6. Aligning Controls
7. Spacing Controls
8. Grouping Controls
9. Changing Control Properties
10. Setting Default Control Properties
11. Copying Control Properties

- **Module 5: Conditional Formatting**

1. Page Breaks
2. Tab Order
3. Viewing the Form
4. Saving the Form
5. Form AutoFormats
6. Customising the Autoformat



Print responsibly.

