

## Intermediate Access

This course allows the student to customize the data even further by establishing relationships between the tables in the database. Once relationships are established queries and reports can be generated from multiple tables. You will also learn how to calculate fields within a query. Information will also be sorted and filtered within a table or query.

Our course goal is to help you further extract specific information from the tables by developing a relational database and customizing the tables, reports and queries.

### Course Length

8 hours

### Course Objectives

1. Creating lookup tables that link to the main table
2. Establish relationships between tables
3. Customize a form by adding graphics, rearranging fields and adding navigation tools
4. Sort and filter information in a table
5. Insert a calculated field in a query that can calculate two or more fields in a table
6. Customize reports
7. Create a switchboard form (opening form with links to reports, queries, etc)

### Course Lessons

- Creating lookup tables
- Creating relationships between tables in a database
- Creating customized forms
- Sort and filter information within a table
- Add a calculated field to a query
- Customizing reports
- Create a switchboard form

### Course Materials Supplied

- **Course Booklet**  
Every participant receives a booklet that contains course notes, a listing of Internet resources and additional tips and tricks.

Package ID	Item	Unit Price	Quantity	Extended Price
1	Airfare	\$450.00	4	\$1,800.00
	1 Hotel Rooms	\$75.00	28	\$2,100.00
	1 Disneyland Pac	\$125.00	4	\$500.00
	2 Airfare	\$375.00	1	\$375.00
	2 Deep sea fishin	\$500.00	1	\$500.00
	2 Snorkeling pack	\$450.00	1	\$450.00
	3 Airfare	\$175.00	1	\$175.00
	3 Rental car	\$25.00	4	\$100.00
	3 Climbing packag	\$350.00	1	\$350.00
	4 Airfare	\$485.00	1	\$485.00
	4 All inclusive cru	\$2,790.00	1	\$2,790.00
	5 Airfare	\$485.00	1	\$485.00
	5 All inclusive cru	\$2,790.00	1	\$2,790.00
	6 Airfare	\$525.00	4	\$2,100.00
	6 Hotel rooms	\$145.00	24	\$3,480.00
	6 Rental car	\$28.50	7	\$199.50
	7 Airfare	\$1,890.00	2	\$3,780.00
	7 All inclusive saf	\$3,450.00	2	\$6,900.00
	8 Airfare	\$300.00	1	\$300.00
	8 Hotel room	\$85.00	6	\$510.00
	8 Touring package	\$235.00	1	\$235.00
	9 Airfare	\$1,560.00	1	\$1,560.00
	9 Climbing packag	\$2,750.00	1	\$2,750.00
	10 Airfare	\$375.00	1	\$375.00
	10 Deep sea fishin	\$500.00	1	\$500.00
	10 Snorkeling pack	\$450.00	1	\$450.00

