



# Microsoft Access Intermediate Course Outline

## **Structuring Existing Data**

Restructure the Data in a Table  
Create a Junction Table  
Improve the Table Structure

## **Writing Advanced Queries**

Create Subqueries  
Create Unmatched and  
Duplicate Queries  
Filter Records Using Criteria  
Summarize Data Using a  
Crosstab Query  
Create a PivotTable and a  
PivotChart

## **Simplifying Tasks with Macros**

Create a Macro  
Attach a Macro  
Restrict Records  
Using a Condition  
Validate Data Using a Macro  
Automate Data Entry Using a  
Macro

## **Creating Effective Reports**

Include a Chart in a Report  
Print Data in Columns Cancel  
Printing of a Blank Report  
Publish a Report as a PDF

## **Maintaining an Access Database**

Link Tables to External Data  
Sources  
Manage a Database Determine  
Object Dependency  
Document a Database  
Analyze the Performance of a  
Database