Microsoft Access Intermediate Outline

Domain 1: Relational databases

1.1 Database normalization
1.2 Relating tables
1.3 Implementing referential integrity

Domain 2: Related tables

2.1 Lookup fields
2.2 Modifying lookup fields
2.3 Subdatasheets

Domain 3: Complex queries

3.1 Joining tables in queries
3.2 Calculated fields
3.3 Summarizing and grouping values

Domain 4: Advanced form design

4.1 Adding unbound controls
4.2 Adding Graphics
4.3 Adding calculated values
4.4 Adding combo boxes
4.5 Advanced form types

Domain 5: Reports and printing

5.1 Customized headers and footers
5.2 Adding calculated values
5.3 Printing
5.4 Labels

Domain 6: Charts

6.1 Charts in forms
6.2 Charts in reports

Domain 7: PivotTables and Pivot Charts

7.1 PivotTables
7.2 Modifying PivotTables
7.3 Pivot Charts
7.4 PivotTable forms