



MS Access II: Intermediate Access 2010/2013

Sub-Topic 1	About Relationships in an Access Database
Description	Working with Primary Keys, define relationships between tables
Sub-Topic 2	Creating Queries
Description	Select Queries, Parameter Queries, Duplicates Queries, Between Dates Queries etc.
Sub-Topic 3	Create a Data Form
Description	Using the Data Form Wizard and Design View
Sub-Topic 4	Create a Database Report
Description	Using the Report Wizard and Design View
Sub-Topic 5	Compacting and Repairing a Database
Description	
Sub-Topic 6	Import External Data Into Access
Description	Learn to import another Datasheet Table or Spreadsheet
Sub-Topic 7	Efficient Data Entry Refinements
Description	Record Data Default Masks, Default Values and Lookup fields that display a fixed set of optional values

IMPORTANT COURSEWORK PREREQUISITE

Completion of, or working knowledge of curriculum as described in *MS Access I: Introduction to Access 2010/2013*, is required.