

## Microsoft Access - Intermediate

Create more advanced queries and custom forms; create customized reports (including charts) and integrate Access with other programs; work with HTML documents, data access pages and hyperlink fields.

### What You Will Learn

- Create more advanced queries and custom forms
- Create customized reports (including charts) and integrate Access with other programs
- Work with HTML documents, data access pages and hyperlink fields.

### Who Should Attend

Learners who need to acquire higher Microsoft Access database processing skills and utilize a microcomputer as a database manager.

### Prerequisites:

- Beginning Access and experience sending and receiving email; moderate skills using the net
- Working knowledge of Microsoft Windows (computer literacy, proficiency with a mouse)