

**Microsoft Access 2007 Intermediate:** In this course, the student will continue their learning of the Access program with more advanced features than those learned in the Beginning class. These include:

- Relational databases
  - Normalization
  - Relating tables
  - Referential integrity
  
- Related tables
  - Lookup fields
  - Lookup field modification
  - Subdatasheets
  
- Queries
  - Joining tables
  - Field calculation
  - Grouping values
  - Summarizing
  
- Form
  - Unbound controls
  - Graphics
  - Calculated values
  - Combo boxes
  - Form types
  
- Reports
  - Headers and footers
  - Calculated values
  - Printing
  - Labels
  
- Charts
  - In forms
  - In reports
  
- Pivot tables
  - Pivot tables
    - . Modification
  - Pivot Charts
  - PivotTable forms