



# Infotech Performance Group

## Software Training with CEU's

### INFOTECH PERFORMANCE GROUP

Software Training with CEU's®

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[infotech4scripps.com](http://infotech4scripps.com)

### BRN

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for 3.5 Contact Hours

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[www.infotech4scripps.com](http://www.infotech4scripps.com)

## Access Advanced

### Designing Advanced Queries

- Creating Parameter Queries
- Creating Update Queries
- Creating Append Queries
- Creating Delete Queries

### Using Advanced Report Design

- Creating a Calculated Control
- Grouping Data in a Report
- Creating a Header for Each Group
- Creating a Running Summary
- Inserting a Page Break

### Using SubForms

- Creating a Subform
- Editing the Layout of a Subform
- Displaying in Datasheet View
- Adding a Form Header/Footer
- Displaying a Subform Total

### Using Switchboards

- Opening and Using a Switchboard
- Creating a Switchboard Form
- Adding a Button to a Switchboard
- Setting Startup Options