

Introduction/Intermediate Microsoft Access 2003/2007

Duration: 2 Days

Venue: Cardiff

Book Today Get to Grips with the Basics

Overview

This comprehensive training course is designed to take a complete beginner through to a level 2 or intermediate level of knowledge. You will be taught the basics of how to use MS Access including opening and working with a database; using tables, queries, forms and reports. Practical exercises will allow you to fine tune your new skills. Day 2 will develop your knowledge further to include designing your own tables, queries, forms and reports as well as expression building and importing and exporting data. Pivot tables and charts will also be covered. By the end of this course you will have the knowledge required to sit the ECDL Module 5 test.

Content Day 1

Introduction

- Introduction to Access database concepts and terminology
- Using the database toolbar
- Using the Task Pane

Tables

- Creating and formatting tables
- Field properties
- Locating and filtering data
- Relationships

Queries

- Using simpler queries
- Creating calculated fields

Forms

- Introducing forms
- Manipulating form controls

Reports

- Advanced report design
- Using editing tools

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Who should attend

This course has been created for new or existing users of Microsoft Access who wish to gain a better understanding of the software and may wish to use it in a commercial environment. This course will also provide the underpinning knowledge required to sit the ECDL Module 5 test (databases).

What's Next

Advanced MS Access
ECDL

Content Day 2

Designing Tables

- Normalising data
- Establishing relationships
- Indexes

Designing Queries

- Action Queries
- Parameter Queries
- Calculated columns
- Relationships

Designing Forms

- Working with form and sub-forms
- Switchboards

Designing Reports

- Data Access Pages
- Standard reports, pop-up reports

Pivot Tables and Pivot Charts

- Pivot tables and charts
- Forms

Export and Import Data

Building Expressions

- Expression builder

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