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## Microsoft Access Course Overview (all levels)

These courses run for 1 day each level, 09:30-16:30 but we are flexible with times to suit your requirements.

We are entirely flexible with the topics covered in our courses, we do recommend finding out what delegate's present abilities are to determine the level of course suitable for them. Usually asking them a few questions will accomplish this but we also supply training needs analyses forms on request that can be used for this purpose. Our trainers also question each delegate on the day to determine their specific training requirement.

All our courses are entirely hands on with each delegate using a computer that will enable them to work with real business scenarios. This way, those attending will gain a deeper understanding of their new skills and this will allow for improved production at work.

[Fundamentals of Access](#) | [Intermediate Access](#) | [Advanced Access](#)

### Fundamentals of Access

#### Course aims:

Access is Microsoft's hugely popular relational database management system. Not everyone needs to design and create a database, but this course will also allow for a greater understanding of using one. So our fundamentals course is suited to those who not only want to use a database but to understand better what they are working with by building a relational database from the ground up.

#### Course content

- Understanding the 2007 screen
- Using the Office button, Groups and the Ribbon
- Design Principles
- Creating a database
- Entering information into tables
- Creating tables
- Searching for and finding records
- Sorting records
- Understanding data types
- Information on the primary key
- Setting field properties
- Creating a lookup
- Creating a relationship between tables

- Creating a simple query without wizards
- Creating a query using simple criteria
- Using numbers, dates and wildcards
- Checking a query's results
- What can go wrong when creating a table?
- Creating a form using the wizard
- Improving the look of a form
- Creating a sub form on a main form
- Using a main and sub form
- Creating a quick report
- Editing your report in Layout View
- Creating a report using the wizard

**Intended audience:**

Basic users with little or no knowledge of databases that need to use Access to store and retrieve data. Delegates will be shown how to construct a database and complete the basic tasks of relational database management, such as data entry, queries and producing reports.

**Assumed knowledge:**

Delegates should have a good understanding of Windows and, preferably using one other application such as Word or Excel.

**Intermediate Access**

**Course aims:**

A business requires its people to be capable of understanding the design and improvement of their databases. Our intermediate course is designed to fulfil this need and includes building complex forms, reports with charts for bulk data processing. Running action queries to give users more control over the manipulation of existing data.

**Course content**

- Entering and editing database properties
- Understanding field properties
- Changing field properties
- Indexing a field
- Changing field data types
- Exporting to word or excel
- Creating a hyperlink
- Customizing tables
- Extra information about adding a primary key
- Creating and removing table relationships
- How to validate data
- Creating a lookup field
- Adding basic form controls
- Using form properties

- Formatting your form
- Changing the layout
- Aligning controls
- Working with reports
- Using report sections
- Adding logos
- Adding headers and footers
- Adding page numbers
- Using the label wizard
- Creating and manipulating a query
- Creating a multiple table query
- Creating a calculated field
- Creating crosstab queries
- Using make-table queries
- Append queries
- Delete queries
- Update queries

**Intended audience:**

The course is aimed at those who will be designing or supporting databases and designed for those wishing to learn how to create a relational database. Delegates will use the more advanced and powerful features of Access in order to be more efficient in data management.

**Assumed knowledge:**

Delegates should have attended Level 1 or have the equivalent knowledge.

**Advanced Access**

**Course aims:**

When a business must be sure that steps are taken to prevent accidental or deliberate loss, damage or misuse of data, a customised approach is often preferred. Our Advanced course takes these steps, integrates and automates applications using events, and building calculations within objects fields.

**Course content**

- Extra information on action queries
- Advanced queries
- Creating a parameter query
- Using the expression builder
- Changing group properties
- Using calculated controls in a report
- Adding and removing fields
- Advanced query functions
- Analyse a database
- Compact and repair a database

- Backing up your database
- Setting database permissions
- Working with Macros
- Recording macros
- Playing a macro
- Macro security
- Extra information on form controls
- Applying logical functions

**Intended audience:**

Advanced users who have a need to build secure databases for other users, or those wishing to automate and control the use of the database objects. Delegates will be shown Internet tools, such as making Data Access Pages available on the corporate Intranet, hyperlinks and how to integrate with other Office products. Delegates will also be shown to secure a database effectively.

**Assumed knowledge:**

Delegates should have attended the intermediate or have the equivalent knowledge.