

MICROSOFT ACCESS TRAINING

General MS Office Overview

Introduction (1 day course)

- Word
- Excel
- Access
- PowerPoint
- Outlook

Microsoft Access

Introduction (half day course)

- Creating a new database
- Overview of database design issues
- Creating tables
- Linking tables
- Creating a simple query
- Export data from a query to be analysed
- Creating a user friendly form
- Creating reports

Intermediate (half day course)

- Validating data in tables
- Using more advanced linking and table relationships
- Multiple table queries
- Calculating in queries
- Using criteria for more complex searching in queries
- Creating more advanced forms
- Creating a user interface for the database
- Creating command buttons for your user interface

Advanced (1 day course)

- Using Look Up tables
- Linking external data sources
- Using Cross Tab queries
- Using Action queries
- Using Union queries
- Advanced form design, using tabs to control your data
- Using sub forms
- Using Dsum, Dcount and Dlookup
- Password protecting your databases
- Given restricted access to a group of users

Costs:

All the above courses are priced at £200 per day, per person or £100 per half day, per person.

If you would like to book us to provide a training course for a number of people within your establishment, please contact us to discuss a reduced price.

Other information:

All attendees will be provided with course notes and an array of handouts. These documents can be used as manuals when working in 'the real world'. All training will include two trainers. One will deliver the training while the other will 'walk the floor' and give one-to-one support to individuals.

Please contact us if you would like more information with regard to this service...