



Computer Training
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IT Courses

Courses

Engineering
Courses

Microsoft Access - Beginner

This course will progress you towards creating relational databases to exploit the full potential of Microsoft Access.

Course Outline

The basics of an Access database. This Beginners course will familiarise you with the concepts of database design and implementation using Microsoft Access. This session includes the design and editing of the four main parts of a database system - Tables, Queries, Forms and Reports. At the end of the course, you will be able to create and use database systems with confidence.

Starting Access and layout familiarisation. Opening, closing and saving your database. Understand what is a database? Database design principles; Access field types; Creating An access table; Creating a simple generic database using a Wizard; Changing field properties; Validation rules; Editing data tables and sorting tables. Creating and using filters; creating and using select queries. Creating a form using the Wizard; Working with form controls; Adding controls to an Access form; Changing control properties; Saving and using a form. Creating a report using the Wizard; Working with report objects; Previewing and printing reports.

Content

- Introduction
- Creating Access tables
- Filters and queries
- Working with screen forms
- Producing reports

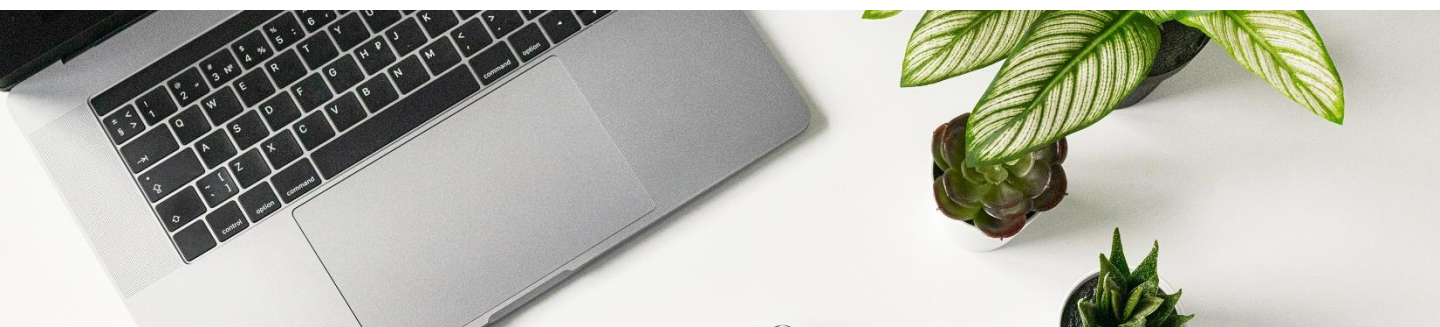
Duration

1 day

Who is this course for?

This Access Beginner course will then progress towards learning how to create relational databases to exploit the full potential of Microsoft Access training.

Here you will create more complex forms based on multi-table queries. Save time by developing different types of queries to find information quickly and efficiently.



Microsoft Access - Intermediate

This course will progress you towards creating relational databases to exploit the full potential of Microsoft Access.

Course Outline

Build on your Access skills to develop a custom relational database. This course will familiarise delegates with the more advanced features of Microsoft Access. The content includes the design, creation and maintenance of linked (relational) Microsoft Access databases. Delegates will already be able to create and use basic database systems with confidence and be fully conversant by the end of this course.

What is a relational database? Types of relationship; creating and editing relationships; using related data. Action queries; changing field properties; creating cross-tab queries; multi-table queries. Choosing a style for your design; the field list; design view toolbars and toolbox; changing the font, colour and borders. Form sections; report sections; adding and removing headers and footers; sorting and grouping; calculated fields. Adding labels; text boxes; option groups; toggle buttons; option buttons; boxes; combo boxes and list boxes.

Content

- Table relationships
- Further query option
- Design tools and skills
- Sections, headers and footers
- Adding your own controls

Who is this course for?

To gain maximum benefit from this course, delegates should understand all of the elements in the Beginners course, or demonstrate the basic concepts of Microsoft Access.

Duration

1 day



Microsoft Access - Advanced

This course will progress you towards creating relational databases to exploit the full potential of Microsoft Access.

Course Outline

Experience the full power of an Access database. This Access course in Bridgend will extend the delegates knowledge of the advanced features within Microsoft Access both by expanding upon the skills learned on the Beginners and Intermediate courses. The course is for delegates who are builders and designers of their own databases.

Creating forms to use as switchboards; creating command buttons. Defining an action; action arguments; running a macro from a command button; the Autoexec macro; group macros and conditional macros. Creating multiple page forms and sub-forms, combo box properties; functions (including IF and SUM) and option groups. Designing reports; aggregate controls on reports; limiting records by using parameter queries. Setting a password; user level security; setting up an administrator's account and user accounts; assigning permission to database accounts.

Content

- Customising the interface
- Macros
- Form control
- Reports
- Database security

Who is this course for?

To gain the maximum benefit from this course an attendee should have attended Beginners and Intermediate courses or have a thorough knowledge of the information contained within those courses.

Duration

1 day





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