

Microsoft Access Office, Intermediate Level

📌 Course Aim

The aim of this training course is to provide clients with the necessary skills required to produce professional Database using Microsoft Access incorporating various practical solutions to creating and designing database for small to medium sized business. Microsoft Access is one of the most powerful applications in the MS office suite however most offices don't utilise its capabilities.

📌 Client Profile

It is important that each client has previous experience and a basic working knowledge of any one of the following Microsoft Word, Excel, ACT or SAP
Ideally each client would have access to a computer system where Microsoft Access available to maximum learning post training.

📌 Course Outline

- Introduction
- Database fundamentals
- Tables, Queries,
- Forms and Reports
- Creating tables and indexes
- Table relationships
- Building Queries
- Understanding query types
- Update, summary, append and deletion queries
- Creating a Form
- The form Wizards
- The form toolbox
- Customising the appearance of forms
- Objects and properties
- Managing different types of events
- Automating a form
- User navigation
- Restricting user input
- Referential integrity
- Sub-forms
- Controlling multiple forms
- List and combo boxes
- Reports
- Grouping and sorting



📌 Course Location:

Online or Classroom Based

📌 Course Duration:

1 Full Day