Microsoft Access Introduction

Our **Microsoft Access** training comprises **three courses lasting approximately four days in all**:

- the **one-day introductory course**, for first-time users of Access, covers database concepts, forms, queries and reports;
- the **one-day intermediate course** considers database maintenance & security and higher level forms, queries & reporting functions;
- the **two-day advanced course** cover functions, relationship, graphs, macros, and command bars.

All delegates must be confident computer users with Word and Excel experience

Database Concepts	• Database concepts and terminology • Exploring the Access environment • Planning and designing databases • Getting help • Closing a database and Access
Access basics	• Exploring tables and forms • Examining Queries • Exploring reports
Creating databases	• Creating a database • Using the Table Wizard • Working in Design View
Working with fields and records	• Changing the design of a table • Adding and deleting records • Finding and editing records • Sorting and filtering records
Querying tables	• Creating and using queries • Modifying query results and queries • Using calculations in queries
Creating and using forms	• Creating forms by using AutoForm • Using the Form Wizard • Using Design view • Finding, Sorting, and filtering records
Creating and using reports	• Using the Report Wizard and queries • Creating, modifying, and printing reports
Importing, exporting, and linking objects	• Importing Access objects • Exporting Access objects • Exporting and importing XML documents • Linking Access objects