



Microsoft® Access

Course Outline

Intermediate Level

### Style of training

A structured, hands-on, tutor-led session using practical examples and exercises.

### Course aims and objectives

This course is designed to take existing users to the next ability level by providing them with new skills and a more in-depth understanding of Microsoft® Access's capabilities. On completion, attendees should be able to create and manage their own database containing multiple related tables and use more advanced queries to process the data.

### Who should attend?

1. Users who have previously attended an introduction / improver level course
2. Self-taught users who would like to improve their skills and use best practice methods
3. Users who wish to update or add to their existing skills and pick up new tips & shortcuts

### Prerequisites

Delegates attending this course should have previous experience using Microsoft® Access in design view and be aware of the roles of tables, queries, forms and reports.

### Course duration (2 Options)

- 1 day - Intermediate level only (Typically 9.30am to 4/4.30pm – can be flexible if required)
- 2 day - A course combining either **intro & intermediate** or **intermediate & advance levels**

### A selection of topics covered

A typical course at this level would include the following topics in the lesson plan. If you require any specific topics not listed, we will be happy to tailor make a course to suit you.

- |                                           |                                         |
|-------------------------------------------|-----------------------------------------|
| ● Planning and designing your database    | ● More query criteria and expressions   |
| ● Creating tables – formatting options    | ● Open parameter queries that prompt    |
| ● Using input masks – validation rules    | ● Querying using related tables         |
| ● Relating tables in your database        | ● Group queries / cross tab queries     |
| ● Managing relationships & options        | ● Performing calculations in queries    |
| ● Creating forms & improving presentation | ● Modifying reports – types of report   |
| ● Using buttons on forms to run reports   | ● Importing & exporting data with Excel |

### Benefits to the individual and organisation

- ✓ Competently build, manage and develop your own professional databases
- ✓ Save time, get the job done quickly and efficiently
- ✓ Discover smart short cuts and valuable hints and tips
- ✓ Learn new skills and develop your IT confidence
- ✓ Add to your CV and improve your career prospects
- ✓ Do it properly - avoid time wasting and costly mistakes
- ✓ Stay ahead of the competition
- ✓ Save money. Investment in training pays for itself over and over again