



Microsoft® Access

Course Outline

Introduction Level

Style of training

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

Course aims and objectives

To provide delegates with the knowledge and key skills that will enable them to use Microsoft® Access confidently and with competency. On completion, attendees should be able to create their own database to store and process information. They should be able to build and manage tables, queries, forms and reports within their database.

Who should attend?

1. New users with limited (or no) experience of Microsoft® Access.
2. Self-taught users who would like to improve their skills, knowledge and confidence
3. Casual users who would like to update existing skills and pick up new tips and shortcuts

Prerequisites

No previous experience of Microsoft® Access is required; however, basic computer skills and experience working within a Microsoft® Windows environment are required.

Course duration (2 options)

- 1 day - Introduction level only (Typically 9.30am to 4/4.30pm – can be flexible if required)
- 2 day - A course combining both the **introduction** and **intermediate** 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.

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|----------------------------------|---------------------------------------|
| ● Overview – What is a database? | ● Introduction to table relationships |
| ● Creating a new database | ● Creating & customising forms |
| ● Screen layout and navigation | ● Using forms to enter data |
| ● Creating a new table | ● Creating simple queries |
| ● Understanding primary keys | ● Using expressions in queries |
| ● Formatting fields & data types | ● Creating & customising reports |
| ● Working with data in tables | ● Importing existing data from Excel |

Benefits to the individual and organisation

- ✓ Create, build and manage 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