



Please note that this outline is only intended as a guide and that any event can be customised to suit you.

Microsoft Access (all versions)

Level 1 – New User (1 day)

- what's new in your version?
- overview of Access features and capabilities
- functional elements of the Access screen
- obtaining help
- opening, closing, saving and searching for files
- recap of database terminology and introduction to 'objects'
- overview of good database design - choice of fields and keys
- creating a new data table plus entering, viewing and editing data
- using simple sorts and filters on a table
- using the Find and Replace function to update multiple records
- creating and using simple find queries
- producing a basic report
- basic printing techniques, (including printing a table's structure)

Level 2 – Regular User (1 day)

- more database design concepts - normalisation, indexing and relational concepts)
- changing a table's structure, (and what might be lost)
- using different 'joins' and establishing referential integrity between related tables
- updating a data table with an update query
- designing and using a form, (including sub-forms)
- creating a graph from your data, (including customising)
- creating a crosstab query, (PivotTable)
- creating more complex reports, (including grouping and sorting)
- designing and building a simple 'switchboard' user interface
- importing and exporting data between other software packages
- compacting, repairing and protecting your database

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Microsoft Access (all versions)

Level 3 – Advanced User (1 day)

Overview

This course aims to build upon the skills acquired during the Level 1 and Level 2 courses by introducing some of the more advanced features of Access.

Delegates should already be familiar with the basic principles of working with tables, queries, forms and reports.

Content

Using Access reports effectively...

- grouping reports
- creating mailing reports, (e.g. for labels)
- working with reports and embedded sub-reports
- using expressions and functions
- creating graphics in reports

Using Access forms effectively...

- creating 'splash' screens
- working with forms and embedded sub-forms
- using graphics in forms
- overview of the Pivot Table Wizard (not Access 97)
- using command button controls

Access macros...

- introduction to creating and editing Access macros
- attaching a macro to a form

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