



**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

**solutions@ttsweb.co.uk**  
**http://www.ttsweb.co.uk**  
**tel : (0117) 9022845**

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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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