MS Access (basic) (code: Access-101)

compliant with: Learn Microsoft Access 2010 Step by Step, Level 1 (compliant with MS 50532)

Ask for details
Phone +44 203 608 6289
info@alx.training

Overview

The course is designed to help the students familiarize themselves with Microsoft Access and gain the fundamental knowledge and skills required when working with the program. The students will learn how to create simple databases: including forms for entering data, queries to manipulate it and reports to show it.

Microsoft Certificate: for an additional fee of **20 GBP** per person, we provide registration with Microsoft Authorized Training system. Training participant registered in this system receives a certificate recognized and respected anywhere in the world, and additional electronic training materials provided by Microsoft.

Genuine Microsoft certification not only confirms the holder's skills - it can also be a valuable part of a resume. **Important**: authorization is available for on-demand training courses only.

Duration

2 days

Agenda

1. Introducing MS Access
   - Understanding purpose and features of Access
   - How it all works? Forms, Tables, Queries, Reports.
   - How to use it? Database vs Application.
2. Designing Tables.
   - Data Types.
   - Field Size.
   - Display Format.
   - Input Mask.
   - Validation Rules.
   - Default Values.
3. Understanding Relationships.
   - Primary key, Foreign Key.
4. Designing Reports.
   - Manual creation.
   - Using the Report Wizard.
   - Adjusting report design.
   - Adding Word documents to a report.
   - Grouping and adding Totals.
   - Printing.
5. Designing Forms.
   - Understanding forms types: Single Form, Continuous Form, Split Form.
   - Adding Sub Form.
6. Designing Queries.
   - Adding calculated columns.
   - Sorting results.
   - Filtering output. Designing advanced conditions.
   - Adding calculations on other data types: Manipulating text , date, boolean values.

   - Joining data from multiple tables.
   - Grouping and summarizing informations.
7. Passing values to Queries and Reports.
8. Introduction to database theory.
9. Importing data from Excel and text files. Exporting data.

For open training, the course materials are prepared for MS Office 2010. Other versions (2013, 2007, 2003) are available on request. Contact us for details.

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Target audience and prerequisites

This course is intended for professionals and office workers who need to process significant amounts of data efficiently and successfully.

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows Vista / Windows 7.
- Basic knowledge of MS Office, such as interface navigation, opening documents.

Certificates

Course participants receive completion certificates signed by ALX.

Locations

- Online (English) – your home, office or wherever you want
- Warsaw (English) – Jasna 14/16A
- any other location (London, UK, EU) on request

Price

250 EUR

The price includes:

- course materials,
- snacks, coffee, tea and soft drinks,
- course completion certificate,
- one-time consultation with the instructor after course completion.