MS Access (intermediate) (code: Access-102)

compliant with: Learn Microsoft Access 2010 Step by Step, Level 2 (compliant with MS 50533)

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

Overview

The course provides students with an overview of knowledge and skills needed to create more complicated databases. Students will learn how to better utilize the capabilities of Microsoft Access and discover helpful features of the program.

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 - Quick review of the basics
   - Understanding the purpose and features of Access
   - How it all works? Forms, Tables, Queries, Reports.
   - How to use it? Databases vs Applications.
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 document to a report.
   - Grouping and adding Totals.
   - Printing.
5. Designing Forms.
   - Understanding form types: Single Form, Continuous Form, Split Form.
   - Adding Sub Forms.
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. Designing custom display formats. Designing custom Input Masks.
9. Designing advanced validation rules and calculated default values.
10. Setting validation rules for a row. Understanding data types of parameters.
11. Introduction to database theory. Normalization.
12. Importing data from Excel and text files. Exporting data.
13. Collecting information via e-mail to populate a database.
14. Working with PivotTables and PivotCharts.
15. Creating custom forms.
   - Controls.
   - Simple macros.
16. Linking data from other databases.

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 and analyze significant amounts of data and want to learn how to manipulate them efficiently.

Before attending this course, students must have:

- Basic computer knowledge.
- Basic file-management skills.
- Basic knowledge of the Access interface and database, table and form creation and manipulation.

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

280 EUR

The price includes:

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