



Overview

At The IT Training Surgery we know that making time for learning new skills to improve your performance can be a challenge. Courses run at your premises and on your own computers.

Who should attend?

Anyone who has never used Access before (or any other database package)

Requirements

Delegates must be confident in using Windows and a mouse and at least one other Windows package (for example Word or Excel)

Aim

By the end of the course, you will be confident in using the essential features of Access to create and alter simple relational databases.

What will I learn?

In particular you will be able to:

- Understand what a database is for and when you need one
- Find and amend information
- Extract specific information from your database for example, show only the organisation with more than 1000 employees
- Understand when you need more than one table in your database and create tables that link together
- Create a list of choices to choose from when keying in information

- Create a user friendly form to use for keying information in across different tables
- Create reports for the information you extract to provide professional looking output

Time Table

Session 1

- What is a Database
- What is Access
- Looking at a sample Database
- Working with Tables
- Finding and Changing Records in a table

Session 2

- Creating Queries and Using Criteria
- Editing your Query
- Sorting

Session 3

- Database Design
- Introducing to Relationships
- Creating a New Database
- Creating and Editing Tables
- Lookup Fields

Session 4

- More Table Design
- Relationships between Tables

Session 5

- Creating Forms with the Form Wizard
- Editing Forms

Session 6

- Main and Sub Forms



Session 7

- Report Wizard
- Editing Reports
- Sorting and Grouping
- Mailing Labels

Session 8

- Queries on more than one table



Next step:

To find out more about this course and any others, call **020 8203 1774** or visit www.theittrainingsurgery.com