



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 is a self-taught Access user at a basic level.

Requirements

Delegates must be confident in using Windows and a mouse and at least one other Windows package (for example Word or Excel). You must also have some working experience of Access. For example, creating a simple table, have an understanding of what a relational database is, creating and designing a form based on one table and creating simple queries.

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
- Extract specific information from your database. For example, show only the organisations with more than 1000 employees
- Understand when you need more than one table in your database
- Create tables that link together

- 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

- Recap: For Key Parts of an Access database
- Creating Queries and Using Criteria
- Editing your Query
- Sorting

Session 2

- Recap: Database Design
- Recap: Creating and Editing Tables
- Relationships between Tables

Session 3

- Main and Sub Forms

Session 4

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



Next step:

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