## 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 used Access before to create and alter simple queries and reports

## 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 simple queries and reports (see our Access Introduction, Easy Start, Essentials or Essentials Fast Track outlines).

## Aim

By the end of the course, you will be confident in using Access to create more advanced queries and reports. For example, creating calculations and statistical information and improving the layout of your reports.

## What will I learn?

In particular you will be able to:

- Create queries that prompt you for specific information.  For example set one up to ask 'Which department for you want to see'?
- Create queries that group information together and then count the number in that group
- Add up numerical information and create statistical analysis of this

- Import information from an Excel spreadsheet into a table
- Create queries to delete, update and add information in a table
- Create a report with calculations
- Improve the layout of your reports.
- Create a report with a running total. For example, show how much you have spent on training after each course attended is added

## Time Table

### Session 1

- Recap
- Parameter Queries
- Grouping and Counting
- Aliases
- Using Sum

### Session 2

- Calculated Fields
- Importing Tables from Excel
- Delete, update and append Action Queries

### Session 3

- Reports using the Wizard and Creating Calculations
- Editing Text in a Report

### Session 4

- Reports within Reports
- Reports with a Running Total

## Next step:

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