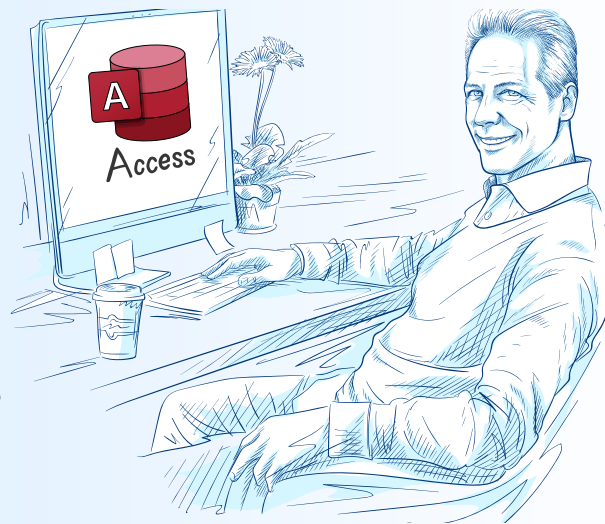


Microsoft Access Introduction


Ever wondered how to efficiently manage and organise large amounts of data? This Microsoft Access course transforms beginners into skilled database designers.

You'll learn essential database skills, from creating tables and relationships to building queries, forms, and reports, giving you the knowledge to create effective database solutions.




What You'll Get With This Course

 **Live Instructor-Led Training**
Highly experienced and approachable trainers

 **Comprehensive Materials**
PDF manual and training files included!

 **eCertificate of Completion**
Proudly recognise your achievement

 **Lifetime Support**
Expert help, always within reach

Skill Level: Beginner

Duration: 2 Day

Time: 9:00am – 4:00pm

Course Content

Access Orientation

- Exploring the Access Interface
- Understanding Database Design
- Planning a Database

Setting up Tables and Entering Data

- Creating Tables
- Setting up Fields
- Saving Tables

Importing and Linking Data

- Importing from Access
- Importing from other Sources

Working with Tables

- Copying Tables
- Appending Data

Relationships

- Understanding Relationships
- Setting up Table Relationships
- Modifying Relationships

Forms

- Understanding Forms
- Building Forms with the Wizard
- Types of Forms

Queries

- Setting up Queries
- Single Table Queries
- Multi Table Queries
- Query Properties

Reports

- Creating Reports
- Modifying Reports

Options

- Setting Database Startup Options