

MICROSOFT ACCESS INTERMEDIATE

Microsoft Access is an extremely versatile and powerful tool for building robust databases with relatively little effort but can seem daunting to the inexperienced eye. Whether you're a total novice, seasoned user or expert looking for a few extra hints and tips for professional database design, Business Solutions @ Northbrook have the workshop you need.

This workshop is for anyone wishing to build multi-tabled databases, and store queries to search their database files.

Do I need any experience?

Yes, a basic knowledge of Access is essential.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What will I gain from this course?

Upon completion of this workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses.

What are the specific details?

Price £135.00
Duration One day

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY



What will I learn on this course?

This workshop will cover:

Designing and creating a multi table Relational Database

- > Understanding database design and data analysis in order to create appropriate relational database structure
- > Primary and Foreign Keys
- > Relationships and referential integrity
- > Using appropriate data types
- > Applying and modifying field properties

Using Queries

- > Creating, running and saving Select Queries
- > Sorting data
- > Hiding Data
- > Writing criteria – comparison operators
- > Querying related tables
- > Using Parameter Queries
- > Performing calculations

Creating and Customising Data Forms

- > Creating data entry forms
- > Entering and editing data via a form
- > Formatting Data Entry forms
- > Modifying form and form item properties
- > Adding calculated items to a form
- > Creating sub forms