

MS Access

Very few people know how to use a PC to its full advantage. More surprisingly, there are many of us that use the same Microsoft packages every day and still do not tap into its full potential. This is why at t2, we have devised a range of courses arranged in introductory, intermediate and advanced levels allowing us to provide the most accurate and beneficial Microsoft training for each individuals ability.

course details

Course Duration

One Day (for each level)

Course Cost

£950 (per day)

Maximum Delegates

This course is designed for up to 10 delegates

Training Location

Training can be run at any venue

Participant Profile

This course is aimed at:

- Anyone who is proficient with basic Mouse, Keyboard and Windows Skills

Introduction details

Introduction

Our 'introduction' course is designed for busy people who need to know how to get the best from Access from the outset. This is ideal if you are required to use Access simply for data input, or need to progress to build your own tables and queries.

Key Topics

Participants will cover:

- Getting started with Access
- Starting a database
- Working with tables and forms
- Finding, filtering and sorting
- Working with queries and reports

Course Benefits

On completion of this course, participants will understand:

- How to identify and describe the component features that collectively make up the application
- How to build database objects including tables, queries, simple forms and reports

Intermediate details

Intermediate

Our 'intermediate' course is designed for people who are required to work beyond the basic use of Access for data input.

Key Topics

Participants will cover:

- Additional principles of table design
- Using specialised queries
- Managing relationships
- Importing and exporting data
- Additional work with forms and reports

Course Benefits

On completion of this course, participants will understand:

- How to identify and describe the component features that collectively make up the application
- How to build database objects including tables, queries, simple forms and reports

Advanced details

Advanced

Our 'advanced' course is designed for people who need to build a database from scratch or enhance an existing one, and are familiar with our introductory and intermediate levels.

Key Topics

Participants will cover:

- Database design concepts
- Creating a user interface
- Macros and Pivot tables
- Security
- Additional work with reports

Course Benefits

On completion of this course, participants will understand:

- How to go beyond the simple creation of basic tables, forms and reports
- How to build greater flexibility into Access databases using additional features

client testimonial



A very good course giving a good insight into Microsoft packages. It was a worthwhile course in a friendly atmosphere providing excellent information.

Jamie Stewart, **Paradigm**

You may also be interested in...

MS Word

Designed to give participants an introduction, intermediate or advanced knowledge of Microsoft Word to enhance day-to-day capabilities.

MS Project

Designed to help you learn how to solve typical project and business problems using the planning, control and progression features of MS Project.