



We come to your site to deliver the training courses

Every delegate receives course material to take away

We bring all of the equipment required for the training

Courses can be tailored to your requirements

Microsoft Access Basic	Microsoft Access Intermediate	Microsoft Access Advanced
<p>Our Microsoft Access Basic course gives you a grounding in access and will enable you to build simple database systems that can benefit your business. It is expected that you will have a certain basic knowledge of using a computers but no prior experience with Microsoft Access.</p>	<p>Our Microsoft Access Intermediate course builds on your prior knowledge and enables you to create a more flexible and robust database system making it much easier for the user to operate. It is expected that you will have experience or training within Microsoft Access.</p>	<p>Our Microsoft Access Advanced course introduces techniques employed by professional application developers providing you with the skills to build feature rich database systems. It is expected that you will have experience or training within Microsoft Access.</p>
<p>Getting started with MS Access Database concepts Exploring the Microsoft Access environment Getting help Closing a database and Access</p> <p>Databases and tables Planning and designing an Access databases Exploring Database tables Creating Database tables</p> <p>Fields and records Changing the design of a database table Finding and editing Database records Organising Database records</p> <p>Data entry rules Setting database field properties Working with input masks Setting validation rules Using indexes</p> <p>Simple database queries Creating and using queries Modifying query results and queries Performing operations in queries</p> <p>Using MS Access forms Creating forms Using the Form Wizard Using Design view Finding, sorting, and filtering records</p> <p>Working with MS Access reports Creating reports Modifying and printing reports</p>	<p>Relational databases Database normalisation Relating MS Access tables Implementing referential integrity</p> <p>Working with related tables Lookup fields Modifying Lookup fields Subdatasheets</p> <p>Complex queries Joining tables in MS Access queries Creating calculated fields Summarising and grouping values</p> <p>Advanced form design Adding unbound controls Graphics Adding calculated values Adding combo boxes</p> <p>Advanced reports Customised headers and footers Adding calculated values Sub-reports</p> <p>Charts Charts in forms Charts in reports</p> <p>PivotTables and PivotCharts MS Access PivotTables Modifying PivotTables PivotCharts</p> <p>Internet integration Hyperlink fields Working with data access pages</p>	<p>Querying with SQL SQL and Access Writing SQL statements Attaching SQL queries to controls</p> <p>Advanced queries Creating crosstab queries Creating parameter queries Using action queries</p> <p>Macros Creating, running, and modifying macros Attaching macros to the events of database objects</p> <p>Advanced Macros Creating macros to provide user interaction Creating macros that require user input Creating the AutoKeys and AutoExec macros Creating macros for data transfer</p> <p>Importing, exporting, and linking objects Importing objects Exporting objects Interacting with the XML documents Linking Access objects Working with Windows SharePoint Services</p> <p>Database management Optimising resources Replicating and synchronizing databases</p> <p>Security fundamentals Protecting databases Encrypting and decrypting databases User-level security</p>