

# PROCOMP SOLUTIONS LTD

Quality Guaranteed Computer Training

## INTRODUCTORY MICROSOFT ACCESS Course Specification



Tables

Queries

Forms

Reports

Fields

Design

Filters

Properties

Graphics

"I would like to be able to create powerful database applications, and be able find and manipulate data quickly". This course concentrates on using the core functions of Microsoft Access to Store, Manipulate and Print information. We will teach you the basics of creating, operating and extracting data using Microsoft Access and how to create a complete Flat Database Model. You don't need any previous experience of a database, but knowledge of the Windows environment would be beneficial.

### Hands on

Throughout this course, you will have full access to a Personal Computer, and the "Hands On" exercises will guide you through the creation of customised Databases, and you will have ample opportunity to discuss your database needs.

Throughout the day, there are various tasks to exercise the new skills that you are developing, and these exercises include:

- Creating Table Structures
- Creating Filters and Queries to assist in finding information quickly
- Creating User Forms
- Create and Use Reports for quick outputs of your data in a format that is easily read and interpreted.

### Course Benefits

Once you have completed this course, you will have the knowledge required to create stunning Database Solutions and will wonder why you hadn't attended the course earlier

In this "Hands on Course" you will lay the foundations of basic skills that you can use across multiple programs. Create your own contact lists (maybe use it for mail merge), club lists, marketing, products, sales and many many more applications. You will be amazed at how quickly you will be able to create your own products.

### Course Details

Duration 1 Day

Cost £125.00 + VAT

Location Alcrest Academy

Follow Up Intermediate Access

## Introductory Microsoft Access

### Course Content

- Understanding Microsoft Access and Database concepts
- Understand the differences between a Flat and Relational Database System
- Being able to create Tables
- Understanding and using different Field types and sizes.
- Entering and Editing Data in Tables
- Validating Data entry - via Field Types
- Being able to change the Table structures
- Using the Find command
- Sorting Data fields
- Creating user Queries and understanding the QBE grid
- Using Query criteria to create Dynasets
- Creating parameter Queries
- Creating and Designing user Forms
- Adding Text Boxes, Graphics, Lines, and Colour In Forms and Reports
- Selecting single and multiple objects
- Moving and Resizing objects in Forms & Reports
- Creating and Designing Reports
- Grouping data via Reports
- Previewing and Printing Reports



Once you have completed this course, you will be able to:

- Understand Database Concepts
- Create a Full Database Product
- Create Fields
- Create Records
- Create Filters
- Create Queries
- Find Information
- Create Forms
- Create Reports
- Interrogate your Database
- Understand Design Techniques



To Book your Course, Please Telephone Andrew on 01472 321703 or 07872384744

**PROCOMP SOLUTIONS LTD**

Holme Farm Cottage

15 Woad Lane

Great Coates

DN37 9NB