

# Access for Developers: Introduction

Have you been tasked with building a database in Microsoft Access or manipulating an existing database, but you're not sure where to start?



Learning with a difference...

## Benefits

- Design your own customised database to suit your needs
- Store data in an organised and structured manner
- Enter accurate data and share information easily
- Retrieve results quickly
- Print professional and detailed reports

## Course content

- Discover the key principles of designing a database
- Understand the differences between a flat database, typically an Excel worksheet, and a relational database, like Access
- Design tables: field properties, primary keys
- Establish relationships and join types
- Entering and importing data
- Learn how to extract and manipulate data using different types of queries
- Create forms for easier data entry and viewing of data
- Build dynamic reports
- Secure your database and restrict user access

## Course overview

A comprehensive overview of Access, giving you all the skills you require to build your own relational database from scratch or manipulate an existing one.

We assume no prior knowledge, although basic computer skills are advantageous as people usually find Access harder to learn than other applications such as Word or Excel.

We will gently take you through the basics of Access, designing tables and entering/importing data, creating queries, designing forms and generating reports; giving you a complete overview of Access.

You will gain a clear understanding of the differences between flat and relational databases, and the advantages of using Access rather than Excel for your database.

## Duration

3 days  
9:30 - 16:30

Refreshments are provided on arrival, mid morning and mid afternoon.  
A buffet style lunch is also provided.

## Book Now

Call our Sales team on  
01295 253253

Experience our tried and tested training methods; have fun while you learn and most importantly - apply what you have learnt in the workplace with free support service after you have completed your training!

*"Learning is a treasure that will follow its owner everywhere"*

- Chinese Proverb

## Related courses

- Access for Developers: Advanced
- Presentation Skills
- Data Protection Act

## What our customers say about our courses

*"The course was very well pitched for people new to Access"*

*"Interesting and highly enjoyable"*

*"Covered loads of new topics with plenty of time to practise"*



People Productivity &  
Specialist IT Training



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