

Access for Users

Extract, Analysis, Report with Ease



Learning with a difference...

Benefits

- Extract relevant data and information
- Print professional and detailed reports

Course content

- Discover the basic principles of database design
- Understand relationships between tables
- Learn how to extract and manipulate data
- Understand the different query types: select, totals, crosstab
- Use different join types to control the data returned
- Learn how to calculate with your data
- Add flexibility to queries and reports with parameters
- Learn how to create reports
- Understand the report layouts and sections
- Format the reports to be easier to read and more presentable
- How to save and print your reports
- Sort and group data
- Add sub totals to your report
- Create custom AutoFormats

Course overview

This course is designed for users needing to report on data held in an existing Access databases.

You will receive a brief introduction into basic database structure. This will allow you to understand how and where data is stored. You will learn the importance of relationships between tables and the different join types.

The course focus is querying data and generating reports. You will be able to extract relevant data and present it in a professional looking report.

Your reports will be grouped, sorted and summarised how you require them. You will also cover how to create various formulas, use sub-reports and save time with custom designs.

Duration

2 day
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

- Microsoft Visio
- Excel Professional
- 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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