

Duration 2 days

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

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.

## 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

## Pre Course Requisites

Delegates will get more out of the course if they are familiar with the basics of Windows and computers in general.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Duration 3 days

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

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.

## 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

## Pre Course Requisites

Delegates get more out of the course if they are familiar with the basics of Windows and computers in general.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Duration 1 day

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

An action-packed course that will further your knowledge of Access. The skills you will gain will allow you to get much more from your database.

Take your queries to the next level with the query design grid and SQL statements. Also learn how to find duplicate data and data that doesn't match, especially when information comes from different sources.

You will discover more intricate form and report design and how to make them work for YOU!

You will learn how macros can automate your database and simplify processes. You will also be introduced to the Visual Basics environment and will write a little bit of code.

## Course Content

- Advanced queries types
- How to deal with multiple parameters
- Find unmatched data
- How to find duplicate data
- Create union queries
- Enhance form design
- Drive queries and reports with forms
- Advanced report techniques
- Macros: automate repetitive tasks and control procedures
- Creating message boxes when you run a macro
- Understand the Visual Basic editor
- Write basic Visual Basic code

## Pre Course Requisites

Delegates attending this course should ideally be comfortable with navigating Access, perform basic operations, such as creating tables, reports and queries would be highly beneficial.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.

Duration 3 days

Timings 9:30 – 16:30

Versions 2003, 2007, 2010, 2013, 2016

## Course Description

Visual Basic for Applications is a built in development environment for Microsoft Office. This course concentrates on teaching you how to build custom solutions in Access defined by your own business requirements.

You will learn how to create user friendly and robust applications using Access front-end and back-end features.

Throughout the three day course you will have ample opportunity to practise writing robust VB code. You will also receive an exercise booklet that contains example solutions to all of the exercises.

## Course Content

- Development Basics
- Macros And VBA
- VBA Essentials
- VBA Subroutines
- Variables
- Working with the User
- Program Flow
- Working with Access Objects
- Opening Tables and Queries
- Debugging
- Handling errors in VBA

## Pre Course Requisites

Before coming on this course delegates should be familiar with using the facilities of Access: creating tables, using referential integrity, creating forms and reports.

If you are unsure which level would be most suitable please fill in our pre-course questionnaire or the pre-course exercise.