



MICROSOFT ACCESS ADVANCED – A DATABASE DESIGN COURSE

This is an intermediate/advanced course presented using Access, the relational database management system from Microsoft. You can use Access to build desktop database applications that have features such as customised menus, data entry forms and reports. The course includes a comprehensive user manual with worked examples and solutions. Attendees will receive an attendance certificate and recognition of competence.

Course Level: Intermediate/Advanced

Who is the course aimed at? This course is aimed at people wishing to acquire the skills to develop user-friendly databases and gain an understanding of how tables, queries, forms, reports and macros all link together in typical database applications.

Where is the course presented? We will come to you and present the course at your offices. We offer very competitive rates so please contact us for a quotation using the email address below.

Course Content: In this course you will learn database design techniques using an interactive hands-on approach. By the end of the course you will be able to use Access to build your own databases from scratch. There will be ample opportunity for questions and problem-solving during the course.

The course covers the following topics:

- Database concepts
- Table design and using lookup tables
- Defining table relationships
- Queries including append, parameter and group-by queries
- Form design including text boxes, tab controls, combo boxes, option groups, calculated controls and nested subforms
- Macros and menus
- Reports and sub-reports

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