



Presentation Software Training

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Microsoft Access: Introduction to Intermediate

Overview & objectives

This two-day course is designed to help a delegate to obtain the skills required to update records in a database and to use Microsoft Access to create a basic database. A delegate will learn to design tables and queries to create forms using built-in tools. A delegate will also learn to create relational databases and Import & Export data.

Course Prerequisite

Microsoft Windows & Microsoft Excel: Intermediate

Who should attend?

Any delegate wanting to obtain skills to design basic database structures using Microsoft Access.

Course Outline

This course consists of 8 modules	
Module One	What is MS Access?; What is a Database?; Database Terminology; The Database Foundation; Access Wizards; Ground Rules for Database Design; Starting MS Access; The MS Access Work Screen; Creating a Blank Database; Database Window Toolbar; Creating a Database – Database Wizard; Saving/Closing/Opening a Database; Working in a Database Window; View Operating Modes; Object Properties; Backup a Database
Module Two	Creating a Table with the Table Wizard; Creating a Table from Scratch; Understanding Data Types & Formats; Primary Key; Editing a Table; Entering Data into a Table; Editing Data in a Table; Datasheet View; Formatting a Table / Datasheet; Finding Records; AutoCorrect; Spell Check; Find & Replace; Filter & Sort Tables; Create Hyperlinks
Module Three	Fields & Formats; Edit Field Attributes; Set Value Limits; Validation Rule Expressions; Use Default Values; Create Required Fields; Use Input Masks; Defining Indexes; Lookup Fields
Module Four	What are Forms?; Creating a Form – AutoForm; Creating a Form – Form Wizard; Creating a Form from Scratch; Editing a Form; Formatting a Form; Changing the Tab Order; Searching for Data in a Form; Use Calculated Fields in a Form
Module Five	Creating a Query – Wizard; Query Basics; Printing Query Results; Modify a Query; Create a Select Query; Sorting Query Data; Use Multiple Criteria (And/Or); Create a Calculation Query; Use an Action Query; Create a Parameter Query
Module Six	Importing & Exporting Data; Export to Excel; Import from Excel; Export to a Text File; Import a Text File; Import a dBASE File; Import an Access Object
Module Seven	Data Relations; Primary & Foreign Keys; Use Analyzing Tools; Establish Simple Relationships; Establish Complex Relationships; Referential Integrity; Subdatasheets
Module Eight	Creating Reports – AutoReport; Creating Reports – Report Wizard; Layout a Report; Modify Display Attributes; Use Calculated Fields & Printing

Additional Information

Duration	2 days
Cost	R1 830,00 (excl. VAT)
Includes	Comprehensive Manual Lunch & Refreshments Electronic Certificate (on successful completion of the course) Electronic Trainer Feedback Report Electronic Delegate Feedback Questionnaire

Presentation Software Training has been assessed and accredited as having satisfactorily met the MICT ETQA Specified Training Provider criteria. It provides an accepted benchmark of knowledge and skills, ensuring specified levels of competency and ability in terms of industry standards.
Accreditation Number - ACC/2007/02/603.