



PST TRAINING (PTY) LTD

PST Training (Pty) Ltd

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MS Access (Introduction to Intermediate)

Overview

This two-day course provides participants with the knowledge and practical skills to design and manage a basic database in Microsoft Access. Delegates will learn to create tables, forms, queries, and reports, as well as establish relationships between tables and integrate data from Excel. By the end of the course, participants will be able to structure, organise, and present data effectively for internal use.

Objectives

By the end of this course, participants will be able to:

- Understand database concepts and terminology
- Create and design tables with appropriate data types and formats
- Set input masks, validation rules, default values, and field properties
- Create, customise, and manage forms for user-friendly data entry
- Build queries to filter, sort, and calculate data
- Import and export data between Access and Excel or other formats
- Establish relationships between tables using primary and foreign keys
- Create and format reports to present and print data professionally

Course Prerequisite

MS Excel (Intermediate)

Language of Delivery

English

Delivery Methods

This course is facilitated by a competent and experienced subject matter trainer using practical, hands-on learning methods including questions, discussions, exercises and assessments.

Who should attend?

This course is ideal for individuals responsible for creating and maintaining internal database systems, including:

- Administrative Staff
- Data Capturers
- Office Administrators
- HR Administrators
- Project Coordinators
- Operations and Logistics Staff
- Small Business Owners

Course Outline

This course consists of the following 8 modules

Module 1	Introduction to Microsoft Access • Database concepts and terminology • Creating a blank database and using templates • Navigating the ribbon and database window • Understanding object properties and operating modes
Module 2	Creating and Managing Tables • Using the Table Wizard or creating tables from scratch • Data types, formats, and primary keys • Editing tables, finding records, and using filters • Creating attachment and hyperlink fields
Module 3	Field Properties and Validation • Field formats, attributes, and value limits • Validation rules and default values • Required fields, input masks, and indexes • Creating lookup (drop-down) fields
Module 4	Creating and Editing Forms • Standard, multiple item, and split forms • Using the Form Wizard for customised forms • Editing form layouts and tab order • Filtering/searching data in forms and adding calculated fields

Module 5	Queries • Creating queries with the Query Wizard • Select queries, sorting, and filtering with criteria • Using multiple criteria, AND/OR logic, and calculation queries • Action queries and parameter queries
Module 6	Importing and Exporting Data • Importing/exporting data between Access and Excel • Exporting to text files or Word • Importing Access objects from other databases
Module 7	Relationships and Referential Integrity • Primary and foreign keys • Creating simple and complex relationships • Understanding referential integrity and subdatasheets
Module 8	Creating Reports • AutoReports and Report Wizard • Modifying report layouts • Adding subtotals, calculated fields, and printing reports

Additional Information

Duration	2 Days	
Includes	• Comprehensive Manual • Lunch & Refreshments (not applicable to on-site / online training)	• Electronic Certificate (on successful completion of the course) • Electronic Delegate Feedback Questionnaire