



62-64 New Road
Basingstoke
Hampshire
RG21 7PW

Tel: 01256 323223
Fax: 0871 4335592



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Microsoft Access

Intermediate

Introduction Microsoft Access is a very powerful database tool. Developers may have some experience of create Access databases, but need to learn more in order to improve their work and the efficiency of the data processing.

Objectives Using Access to create more sophisticated databases for personal and small workgroup use. This course is aimed at people who have some success in creating simple Access databases, and want to learn how to make more powerful and easy to use databases.

Designed for Existing database developers who want to improve the data processing in their databases. Delegates should understand the concept of enforcing referential integrity before attending this course.

Duration One day

Topics	Tables	Queries
	Review of Field Properties.	Advanced use of design view.
	Input masks.	Parameter queries.
	Importing and Linking data.	Action queries.
	Look-ups.	Calculated fields.
	Indexing.	Cross-tab queries
	Forms	Join Types.
	Advanced use of Design View (Field list, tab order, properties).	Reports
	Look-ups.	Advanced use of design view.
	Calculated fields.	Multi-table reports.
	Multi-table forms.	Calculated fields.
	Finding records.	Office Links
	Command buttons.	
	Expression builder.	

Follow-up Access Advanced – one day
Access VBA Programming – two days

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