

Access Beginners - Microsoft

A database is used to hold data about things that exist in the real world, for example people in a personnel system. This course will equip you with the necessary understanding and hands-on skills to build a simple database.

You will learn how to set up tables to hold your data and how to link these tables together in a meaningful manner. You will then learn how to use filters and queries to retrieve useful data from your tables.

Please note: this course outline is a guide only. Topics covered on the day depend on the number of delegates in the training session, their pace and interests.

Course Content

- Understanding the database
- Using existing databases
- Find, sort and filter records
- Querying data
- Working with reports
- Data types
- The primary key
- Creating and amending forms
- Creating a filter
- Using report wizards
- Creating a simple database

Who is it for?

This course is for delegates who need to build, use or change their own simple database or need to understand how a database is used.

Duration

1 day

Cost

£1,195 + trainer travel from our Sevenoaks office + VAT for a 1 day course held at your premises for up to 8 delegates. Unless stated otherwise, travel time is included in the price.

If you choose to use one of our venues, room hire and catering will be charged at our specially negotiated rates.

We also offer 1-to-1 training at your premises for £750 + trainer travel from our Paddock Wood office + VAT.