



Microsoft Access



An understanding of how to utilise Microsoft Access to its best is a highly worthwhile skill to have at your command. This is a popular database application that is widely used across many employment sectors.

IS THIS FOR YOU?

This popular database programme is used in many industries by those wishing to keep accurate, up to date records of customers, projects, products etc. So, for example, if you're working as a PA, EA, VA, Secretary, Administrator or Customer Services Executive, learning how to use this software properly will help you and your skill stand out from the crowd.

ABOUT THIS COURSE

Microsoft Access is a highly worthwhile skill to have at your command as this very popular database application is widely used across many employment sectors.

Offering training in either 2010 or 2013, in this detailed and varied training programme you'll be guided through many aspects of Access including; database terminology; planning and design; defining relationships and creating a table; editing data; using advanced tools; using the query wizard; adding a field; exporting an html document; adding charts to forms; and creating macros.

BENEFITS:

- [Learn how to use this popular database program](#)
- [The flexibility and value of a self-study course designed to enable you to work at your own pace](#)
- [A reference guide to use and refer to on completion of the course.](#)
- [The opportunity to gain the widely recognised Pitman Training Certificate](#)

[The lesson plan content for both the 2010 and 2013 versions of this Access course are very similar and follow the example structure below:](#)

Lesson One - Including: terminology, working with existing databases, opening a table, query, form and report, entering new records, searching and sorting.

Lesson Two - Including: planning and design, relationships, defining fields, data types and properties, creating tables, entering data, re-sizing columns, using the lookup wizard

Lesson Three - Including: defining relationships, creating tables, formatting, modifying, using the input mask wizard, using templates, renaming an object

Lesson Four - Including: editing data, adding records, printing preview, changing page orientation, enforcing referential integrity in a relationship, creating a relationship report, creating a form, working with controls in form design, using AutoFormat, modifying properties in a form

Lesson Five - Including: Using advanced sort, using filters, importing a table from an external database using a junction table to resolve a many to many relationship, defining a composite (primary) key, using a calculated control on a form, creating a multi-value field, creating an attachment field.

Lesson Six - Including: using query wizard, setting sort criteria, using expressions to set criteria, creating different types of queries, creating and naming a calculated field in a query using aggregate functions

Lesson Seven - Including: adding a field with data validation in a table, creating a form with subform, entering data using a form/subform combination, creating a split form, creating and modifying the design of a report, using the concatenate expression, adding a subreport to an existing report

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Lesson Eight - Including: exporting an html document, understanding object dependencies, importing and exporting a spreadsheet, importing a text file, using the analyze table function, using the analyze performance function, using the database documenter.

Lesson Nine - Including: adding and modifying a chart, changing the tab order in a form, displaying the current date and time in a form, applying conditional formatting to a field

Lesson Ten - Including: creating a macro, adding a control button to a form, backing up a database, viewing database properties, compacting and repairing a database, encrypting a database using a password, saving the database as a previous version, splitting a database.

CAREER PATH

Gaining knowledge on how to effectively set up and manage databases within the Microsoft Access programme can be useful in many work environments.

Those working in Data Entry for example would need a good working knowledge of this system. If you work as a PA it's a good tool to help manage large amounts of data or utilise as a way to extract information from a large data set. Similarly Project Managers might find this a good tool to keep track of client contact information or essential project information and again, be able to extract information to assess.

It's uses are very adaptable and can be applied in most office-based jobs.

After your Access training, progression through other Microsoft Office training courses could lead to a full Microsoft Office Specialist (MOS) qualification a leading IT certification known globally. Holding this certification can be handy if you want to gain a role as a PA, EA, Office Manager or Operations Manager for example.

PRE-REQUISITES

You don't need to have any specific previous experience or knowledge before starting this course.

COURSE DURATION: AROUND 20-22 HOURS

(Actual course duration will vary from individual to individual, based on prior skills and application).



CPD POINTS: 22

(Awarded CPD points upon successful completion).

To find out more about this or any of our courses, speak to one of our course advisors.

The best way to predict the future **is to create it.**

To discuss your current skills and aspirations, or to book your course, call...

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