

**Duration**    **2 days**

### **Overview**

This course will introduce the user to databases and Access.

### **Recommended for**

Staff who want to create a simple database for storing information.

### **Prerequisites**

Attendance on Clearer Thoughts' course ***Introduction to Windows*** or equivalent knowledge and skills namely:

- A knowledge of personal computer fundamentals
- Experience of working within the Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

### **Objectives**

At the end of the training the delegate will be able to successfully:

- Understand the function of a database and the computer terminology associated with it
  - Create a new, blank database
  - Use tables to store, organize, and view data
  - Use filters to restrict the view of data to match a specification
  - Create, edit and format forms to view data, enter data, or edit records
  - Produce, edit and format reports on the database using the Report Wizard
  - Create and run selection queries to analyse the data
- using the documentation and support provided.

**Modules covered in this course**

- Using Tables
- Using Filters
- Selection Queries
- Sorting
- Introduction to Forms
- Introduction to Reports
- Simple Editing of Forms and Reports
- Creating a new Database

**Duration** 2 days

### Overview

This course will expand on basic skills and allow the user to create more sophisticated databases and reports.

### Recommended for

Staff who need to create complete database systems containing multiple, related tables and forms, queries and reports.

### Prerequisites

Attendance on Clearer Thoughts' course **Access Introduction** or equivalent knowledge and skills namely:

- Use tables
- Create and use filters
- Define selection queries including and, or and parameters
- Design and use forms based on single tables
- Design and use list and grouped reports
- Design and create a simple database having one table or more than one unlinked tables

### Objectives

At the end of the training the delegate will be able to successfully:

- Understand and define data relationships and maintain referential integrity
- Understand and use advanced table properties including formatting text fields and their properties
- Create multi-table and summary queries
- Enhance existing forms and reports
- Use advanced features of forms including controls and properties, main and sub forms and tab order
- Produce grouped reports

using the documentation and support provided.

**Modules covered in this course**

- Data Relationships
- Advanced Table Properties
- Advanced Selection Queries
- Advanced Editing of Forms and Reports
- Advanced Forms
- Advanced Report Design

**Duration** 2 days

### Overview

This course will extend the user's knowledge of Access to allow them to increase the range of tasks possible, including elements of automation.

### Recommended for

Staff who already have experience of working with Access but wish to extend their knowledge in order to create complete business systems.

### Prerequisites

Attendance on Clearer Thoughts' courses **Access Introduction** and **Access Intermediate** or equivalent knowledge and skills namely:

- A thorough understanding of using and creating tables, forms and reports
- A good knowledge of selection and group queries
- A familiarity with the concepts of database design, including data relationships

### Objectives

At the end of the training the delegate will be able to successfully:

- Include hyperlinks to existing files, web pages, locations and other objects in the database
- Create a switchboard form offering a menu system of all the operations available in the database
- Understand and use action queries to update data when it is queried
- Create, modify and reformat crosstab queries to summarise and analyse data
- Understand and modify joins to alter data relationship in a database
- Create arithmetic and function expressions to calculate new values based on stored data
- Insert date functions to manipulate and analyse date information
- Use macros to run a simple sequential application to automate functions
- Modify the start-up options for other users
- Secure a database for single users and groups

using the documentation and support provided.

**Modules covered in this course**

- Hyperlinks
- Switchboards
- Action Queries
- Crosstab Queries
- Joins
- Expressions
- Date Functions in Access
- Macros
- Startup Options
- Securing a Database