

Course Outline

Access Report Writing -- 1 day

All companies have data storage and retrieval requirements.

Microsoft Access provides a sophisticated database system, which is easy to learn and provides all the functionality that is required.

Course Description

This course is for delegates who use established Access Databases and need to extract and present information. Delegates are not likely to be concerned directly with database design or modification.

Delegates do not require any prior knowledge of databases or Microsoft Access

The main purpose of the course is to explain how information is stored in a relational database and to explore practical aspects of **information retrieval** and **presentation**.

Course Objectives

By the end of the course delegates will have covered

Introduction To Access

- Using Windows
- Using the Mouse/Keyboard
- Screen Layout

Viewing A Database

- Introducing Database Objects
- Moving around a Table
- Datasheet and Design Views

Using a Select Query

- Create/Modify a Query
- Specify Sort Order/Criteria For Query
- Print/Save/Delete Query
- Using Multiple Selection Criteria
- Query with multiple tables

Querying the Database

- Crosstab Queries

Archive Queries

- Parameter Queries
- Duplicates Queries

Reporting

- Using the Report Wizard
- Redesigning Existing Reports
- Report Design View
- Grouping Information
- Calculated Fields
- Summarised Reports

Advanced Reports

- Form letters for Mail Merge

Using External Data

- Exporting to Excel and Word

Train-IT.co.uk also offers one-day introductory, intermediate and advanced courses in Access covering all aspects of database design.

These can be further customised to suit the needs of particular delegates.