MICROSOFT ACCESS

Description:

Microsoft Access is a powerful relational database management tool, ideal for storing, analysing and organizing data efficiently. This course introduces the essential skills for creating, managing and optimizing databases, including designing user-friendly forms, generating detailed reports and automating workflows. With expert guidance, participants will learn how to enhance existing databases or build new ones tailored to business needs, gaining the confidence to streamline operations and improve data management.

We have 3 standard levels of Microsoft Access:

INTRODUCTION

- The Introduction course provides a solid foundation in database management, guiding users through the basics of creating and understanding Access databases. Learn the key differences between flat and relational databases, the role of primary and foreign keys and how to build linked tables, queries, forms and reports. Whether you're new to Access or looking to enhance your skills, this course offers practical, hands-on training to help you confidently manage and organize data

INTERMEDIATE

- The Intermediate course is designed for users with a solid understanding of primary and foreign keys and relational database concepts. This course focuses on enhancing your skills in querying, appending and deleting data, as well as generating professional, detailed reports. Ideal for those looking to refine their database management abilities and optimize the use of existing Access databases

ADVANCED

- The Advanced course focuses on creating user-friendly, efficient forms tailored to complex business needs. Leveraging the expertise of the PCS Solutions team, this course explores advanced solutions, including the use of Macros and sub forms based on queries. Participants will learn to design and optimize forms that streamline data entry, enhance usability, and deliver seamless results

BESPOKE COURSES | All of our courses can be easily tailored to suit any company. Course duration and level can be changed, depending on content, company & individuals

INTRODUCTION

Course Code: ITDA01 | Course Title: Using & Creating Databases | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

The Introduction course provides a solid foundation in database management, guiding users through the basics of creating and understanding Access databases. Learn the key differences between flat and relational databases, the role of primary and foreign keys and how to build linked tables, queries, forms and reports. Whether you're new to Access or looking to enhance your skills, this course offers practical, hands-on training to help you confidently manage and organize data.

Who Should Attend Microsoft Access Training?

- Data Entry Professionals
- IT Professionals
- Office Managers
- Small Business Owners

Course Requirements:

No previous experience of Microsoft Access is required however the delegate should have knowledge in basic computer skills.

Course Contents:

- **Relational Databases:** Understand relationships between tables (1-1 / 1-Many)
- **Creating:** Build and manage lists and combo boxes, including combo box queries
- **Forms:** Design and customize forms (Tabular / Columnar / Sub Forms)
- **Importing & Exporting:** Import and export data from Excel and other databases
- **Queries:** Create forms using queries for enhanced functionality
- **Reports:** Generate professional reports using queries and grouping features
- **Switchboard:** Develop custom switchboards using the wizard or PCS Switchboard
- **Professional Database:** Create user-friendly databases with popup forms and toolbars

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INTERMEDIATE

Course Code: ITDA02 | Course Title: Queries & Reports | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

The Intermediate course is designed for users with a solid understanding of primary and foreign keys and relational database concepts. This course focuses on enhancing your skills in querying, appending and deleting data, as well as generating professional, detailed reports. Ideal for those looking to refine their database management abilities and optimize the use of existing Access databases.

Who Should Attend Microsoft Access Training?

- Data Entry Professionals
- IT Professionals
- Office Managers
- Small Business Owners

Course Requirements:

The delegate needs to have attended the previous level of the Access course at Pringle PCS or at least, have the equivalent working knowledge. Delegates must understand primary & foreign Keys.

Course Contents:

- **Type:** Perform various queries (Select / Delete / Append / Make Table Query / Crosstab)
- **Total Command:** Utilize functions such as Group, Average, Sum, Count, Max, and Min
- **Find Duplicates & Amending:** Identify duplicates and fix broken queries effectively
- **Multiple Table Queries:** Convert into a flat file for mail merge purposes
- **Reports:** Generate reports using multiple tables and queries
- **Summarise Reports:** Group data and calculate totals for summarised reports

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ADVANCED

Course Code: ITDA03 | Course Title: Access Master | Duration: 1 Day
Delivery: Face To Face & Live Online

Course Description:

The Advanced course focuses on creating user-friendly, efficient forms tailored to complex business needs. Leveraging the expertise of the PCS Solutions team, this course explores advanced solutions, including the use of Macros and sub forms based on queries. Participants will learn to design and optimize forms that streamline data entry, enhance usability, and deliver seamless results.

Who Should Attend Microsoft Access Training?

- Data Entry Professionals
- IT Professionals
- Office Managers
- Small Business Owners

Course Requirements:

The delegate needs to have attended the previous level of the Access course at Pringle PCS or at least, have the equivalent working knowledge. Delegates must understand primary & foreign Keys.

Course Contents:

- **Relational Databases:** Work with 1-1, 1-Many, and advanced working relationships
- **Sub Forms:** Create and manage standard and query-based sub forms
- **Advanced Queries:** Handle multiple tables and embed complex SQL queries
- **Expression Builder:** Utilize the expression builder for queries and custom commands
- **Problem Solving:** Tackle Access limitations and find creative ways to overcome restrictions
- **Introducing Macros:** Execute commands, set values, open forms, and run macros effectively
- **PCS Development Tricks:** Focus on documentation and understanding database

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