Macrosoft

Vzdelávanie s trvalým efektom

DOCUMENT

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online with a lecturer

PRICE EXCL. VAT

250,00 €

PRICE INCL. VAT

307,50 €

including 23 % VAT

Macrosoft školiace centrum
Aktuálne informácie na Macrosoft.sk

PDF SYLLABUS

Access Basics

Clear overview of course topics, training scope and key information.

The Access Basics course is intended for all interested participants who want to become familiar with a database program, learn about its functional possibilities and create their own database.

COURSE CONTENT

01 Characteristics and Use of Access

Getting familiar with the relational database model.
Basic description of the program working environment (tables, queries, forms, print reports, pages, macros, modules).

02 Working with a Table in Microsoft Access

New table, data types, data entry, editing a table.
Inserting and deleting data.
Sorting records.
Filtering records.

03 Relationships Between Tables

Relationship settings and properties.
Types of relationships.
Primary and foreign key.

04 Working with Query Creation Wizards

Query design.
Working with queries.
Filter criteria.
Grouping.
Working with query creation wizards.
Query design.
Working with queries.
Filter criteria.
Grouping.
Basic functions for working with strings, numbers, date and time.

Macrosoft

Vzdelávanie s trvalým efektom

05 Use and Modification of Join Types in a Query

LEFT, RIGHT and INNER JOIN.

06 Working with Queries

Make-table queries.
Delete queries.
Update queries.
Append queries.
Processing and evaluating data in PivotTable and PivotChart view.
Use of functions.

07 Forms

Working with a form.
Using forms.
Form design.
Form properties.
Basic form controls and their properties.
Using a wizard.

08 Reports

Report templates.
Report controls.
Using sections and page breaks.
Using expressions in reports.
Sorting and grouping.
Group header and footer.

09 Working with Help

Discussion.

This document serves as an informational overview of the course syllabus. Current dates, venue and availability are listed at Macrosoft.sk.

https://www.macrosoft.sk/en/courses/access-basics