

Course syllabus

CATEGORY

Vypnuté kurzy

TRAINING FORMAT

In Bratislava or online
with a lecturer

PRICE EXCL. VAT

270,00 €

PRICE INCL. VAT

332,10 €

including 23 % VAT

Access, Database Data Processing

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

The Access, database data processing course is intended for users who want to learn to work with Access for the purpose of processing and evaluating data from external sources.

COURSE CONTENT

01

Getting Familiar with the Relational Database Model in Access

02

Working with a Table in MS Access

new, data types, data entry, table editing, inserting and deleting data, sorting records, filtering records

03

Creating Relationships Between Tables

relationship settings and properties, types of joins, 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

05

Use and Modification of Join Types in a Query

LEFT, RIGHT and INNER JOIN

06

Queries

make-table queries, delete queries, update queries, append queries

07

Processing and Evaluating Data

in pivot table and pivot chart view basic functions for working with strings, numbers, date and time

08

SQL Language Commands

SELECT, FROM, JOIN, WHERE, GROUP BY, HAVING, ORDER BY

09

Aggregate Functions

MIN, MAX, AVG, SUM, etc., composing a WHERE condition - AND and OR operators, LIKE operator

10

Importing Data into a Table

linking, exporting data from a table (TXT, Excel, HTML, Access...) 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-database-data-processing>