

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 for Intermediate Users

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

The Access for Intermediate Users course is intended for users who master basic concepts from relational databases and can use the program at a basic level.

COURSE CONTENT

01

Relational Database

review of working with the relational database model in Microsoft Access

02

Working with a Table in MS Access

review of working with a table: creating and editing a table, relationships between tables

03

Import and Export of Data into a Table

linking data from a table (TXT, Excel, HTML, Access...)

04

Queries and Data Filtering

query design, working with queries, filter criteria, grouping, sorting, basic functions for working with strings, numbers, date and time

05

Joins in a Query

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
processing and evaluating data in pivot table and pivot chart view examples of joining queries with tables and queries with queries

07

Forms

use of forms, form design, use of a wizard, form properties, basic form controls and their properties examples of nested forms and forms linked to multiple tables

08

Reports

report templates, report controls, using sections and page breaks, use of expressions in reports, sorting and grouping, group header and footer

09

Data Pages

basic characteristics

10

Macros

use and creation of a macro, using conditions in macros, working with macro groups

11

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-for-intermediate-users>