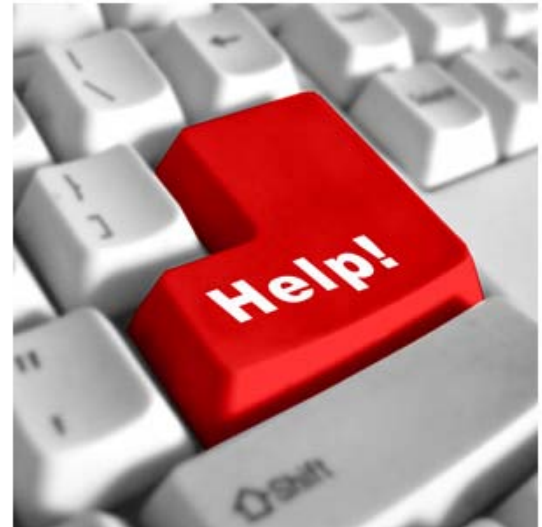


Training Course Access

Computer training **Microsoft Office Access** in English, French or Dutch

Basic Access course: Using an Access Database

- Starting with MS Access
- The different parts of the screen in Access
- To encode, delete, modify data (via datasheet and autoform)
- to move within a table in Access
- Shift columns in Access
- Filtering in Access
- Using Find and Go to in Access
- Starting : usefulness of queries or selections in Access
- Simple selections in Access
- Creating a simple report in Access
- Adapting in Access
- Printing in Access



Access Intermediate course: Queries in Access

- Executing simple queries in a table in Access
- Adding, modifying and deleting data in Access
- Creating a new table in Access
- Finding data in Access
- Sorting data in one or several fields in Access
- Filtering data in Access
- Selecting certain information in Access
- Creating, modifying and executing select queries in Access
- Selecting, etc in Access
- Combining selection criteria (AND, OR, NOT) in Access
- Creating complex functions using integrated functions in Access
- Calculations in Access



50% discount for self-employed and small companies via the **Region of Brussels**



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We accept **training cheques** of the
Walloon region

Access Advanced: Designing and Creating a Database, Forms & Reports

- Groups : sum, number, min/max, ... in Access
 - Executing selections based on calculations in Access
 - Cross tab queries in Access
 - to optimise tables based on action queries in Access
-
- Discovering basic notions (table, field, record) in Access
 - Create a table in Access
 - Add, delete, move a field, select a data type in Access
 - Assign a default value, to formulate a condition, ...
 - Define a primary key, to create an index in Access
 - Link several tables in Access
 - When/why to use several tables ?
 - Define relationships between tables, to modify their characteristics, to delete relationships in Access
 - Enforce referential integrity : 1-1 relations, 1-N; update data
 - Insert and modify data in Access
 - Insert and modify data in Access
 - Move within tables in Access
 - Use the wizards when creating a database in Access
 - Assign 'Security rights' to users in Access
 - Creating a report using the Report Wizard in Access
 - Sorting and grouping data in Access
 - Making calculations in a report, calculating totals in Access
 - to use and print a report in Access
 - report header/footer, in Access
 - page header/footer, in Access
 - detail in Access
 - Creating a form with the "Form Wizard" in Access
 - Adding specific controls : check boxes, lists, etc... in Access
 - Adding sub forms in Access
 - Using a form in Access
 - Changing the contents and presentation of a form in Access

To select, move, modify or remove controls in Access

- To insert a picture in a form in Access
- To create a start form in Access

All Office courses:

- **Office 2010**
- **Word Training**
- **Excel Training**
- **Powerpoint Training**
- **Outlook Training**
- **FrontPage Training**
- **Expression Web Training**
- **Access Training**
- **Visio Training**
- **Office 2007 Training**
- **MS Project Training**
- **VBA Training**
- **Lotus Notes Training**
- **OpenOffice.org Training**
- **MindManager Training**
- **Sharepoint Training**

This courses can be held in-company or in Brussels. **Contact us for a price quote.**

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