

„MS Access – basic training – introduction to databases”

Course description:

MS Access training – basic operations is addressed to people who want to start their adventure with databases and MS Access environment. The participants of this training do not need to have any knowledge of the database and MS Access application. During the training you will learn what the database is, what data types are, how to create forms, create reports, create queries.

Skills acquired during the training:

- o The basics of database creation
- o Working with different types of data
- o Creating simple and clear reports
- o Creating queries and basics of SQL language
- o Working on different data sources (data export and import)
- o Working and creating relational databases

Training program:

1. **Introduction to Databases and MS Access**
 - MS Access working environment
 - Objects, views
 - Tables and fields
 - Relationships
 - Relational databases - Non-relational databases
2. **Working with existing databases**
 - Adding records to the database
 - Selecting records to the database
 - Customizing tables (column width and row height)
 - Freezing and hiding columns
 - Copying data

- Deleting data
- Data transfer
- Using basic forms and subforms for data entry
- Searching records, sorting, filtering
- Creating address labels and MS Word mail merge
- Database objects: presentation and principles of relational database design

3. Creating tables - indexes and their applications - tables validation rules

- Data types
- Data import export (various export and import data formats)
- Formats and input masks
- Relationships - types of relationships between tables
- Sorting, filtering data
- Data search

4. Forms

- Creating and modifying form structures
- Using different control objects
- Fields with a checklist, subforms
- Displaying summaries - opening subforms in a new window - setting default values for controls - changing form views

5. Queries

- Query capabilities for filtering, sorting, merging information from different tables, grouping, parameterizing, calculating new values
- Query properties
- Using an update table query, a delete table query and a create table query
- Crosstab queries
- Finding duplicates
- Finding mismatched data

6. Reports

- Enumeration, grouped and summary reports
- Graph reports
- Numbering records in groups - creating multi-column reports - creating report templates - creating custom label controls

7. Securing the database

- Creating users and user groups
- Modifications to the report structure
- Organizing and grouping data
- Data export and import
- Exporting tables and queries
- Exporting reports as snapshots

- Export reports to Microsoft Word
- Importing data from other databases
- Importing text files (CSV)
- Importing Excel worksheets
- Linking tables from another databases

Methodology:

- PowerPoint mini lectures
- working on computers (each participant works on a separate computer)
- mini training videos

Organizational information:

Number of training hours: 14 hours / 2 days

Time of training 9:15-16:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings