MISCROSOFT ACCESS
COURSE SCHEDULES

MICROSOFT ACCESS UNIT STANDARD 116936 –

INTRODUCTION COURSE SCHEDULE

- Introduction to Access
- What is database and why use it
- Properties of a database
- Forms, Queries and Reports
- Opening and saving databases
- Working with Your Access Environment
- Creating a database
- Adding records and Entering Data to an existing table
- Closing database
- Replying to an E-mail
- Producing and editing database table
- Changing the width of a Column
- Moving a Column
- Deleting a table
- Saving and closing a table
- Entering data in a table
- Entering Records and Entering Data
- Editing Records
- Deleting data from a table
- Modifying tables
- To Open an Existing Table
- Adding and Rearranging Fields
- To Change the Data Type for Existing Fields
- Field Character Limits
- Deleting fields
- Sorting and searching for records in a table
- Filtering Records

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INTERMEDIATE COURSE SCHEDULE

- Developing a Work Plan
- Elements of a Work Plan
- Creating Database Tables and Data Entry Forms
- Changing Formats in a Form
- Adding a Header and Footer to a Form
- Rearranging Fields of the Form
- Saving a Data Entry Form
- Entering Data into a Database using a Form
- Deleting a Form
- Retrieving Information using Filtering
- Creating Filters
- Removing a Filter

- Add and Remove a Field from a Query
- Hiding Fields within Queries
- Sorting Data in a Database
  Query
- Creating a Report for a Database Table
- Formatting Reports
- Modifying the Page Header and Footer
- Grouping Data in a Report
- Resizing Rows and Columns
- Saving and Deleting a Report
- Performing Advanced Printing Options
- Printing a Form
- Printing Query Results
- Preview and Print a Report

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ADVANCED COURSE SCHEDULE

- Relational database theory
- Rules of normalization
- Types of relationships
- Using keys and indexes
- Analysing unstructured data
- Categorising data
- Creating data fields
- Data types
- Linking to an online calendar
- Working with multiple calendars
- Searching for contact information
- Organising contacts by using categories
- Creating distribution lists
- Creating additional address books
- Creating and formatting business graphics
- Relationship diagrams
- Shaping data and constraining results
- Comparison and logical operators
- Using multiple tables
- Queries and sub queries
- Cross tab queries
- SQL data

Name of Course	Description	No of Days	Cost per Delegate MS Teams	Cost per Delegate: Your Premises	Cost per Delegate at Sankin
Access Introduction	Use a Graphical User Interface (GUI)-based database application to work with simple databases	1	1100	1200	1300
Access Intermediate	Use a Graphical User Interface (GUI)-based database application to solve a given problem	1	1100	1200	1300
Access Advanced	Design complex tables and queries using a graphical user interface (GUI) based database to solve a given problem	1	1100	1200	1300

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COMPUTER TRAINING