Microsoft Access 2016: Data Analysis Super Advanced

Course Duration: 2 days with optional follow up day if required

Course Description

This course is a High-level course for Access users serious about Data Analysis and getting the maximum functionality from their Access databases. This course has been designed and tailored specifically to cover course subjects that cover Intermediate, Advanced and Super Advanced levels.

Pre-requisite Knowledge

Users must have attended the Microsoft Access Introduction course and had at least six months experience in implementing the skills taught in the Introduction course.

To Attend this course users must be able to:

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts

Course Audience

This course has been designed for Access users who typically have at least six months regular use of Microsoft Access and need in depth tuition in the Advanced features of Microsoft Access.

Course Content

The topics listed, are not an exhaustive list and only serve to categorise the main subject areas

Revision from previous course levels to include:

- Connecting Databases to External Sources – ODBC drivers
- Queries and Parameter Queries
- FE/BE systems theory – ways to reduce processing times, also indexing, compacting
- Error messages such as Import Errors and Paste Errors etc
- Filtering and problems that can occur

New/ Advanced Level Topics

- Queries – more of! Some revision such as Join Types, but also new stuff such as uniques, Functions, concatenation in queries, text extraction using queries.

Microsoft Access 2016: Data Analysis Super Advanced

New/ Advanced Level Topics cont:

- Access Functions – using Expression Builder and discussion
- Action Queries – Make Table, Append, Delete, Update
- Using Query Wizard for Unmatched records and CrossTabs
- Form Design – basic through to advanced so can eventually use for data selection in reports/queries, includes drop down combo boxes.
- Compacting
- Relationships
- Object Dependencies
- Report Design – based on tables and filters, based on queries, sub reports, graphs
- Access Macros – for events and automation – creating, using, naming groups etc
- Reports selected from a form with data entry fields (Selection by Form) – created using 2 methods – discussion and demo of both methods. This topic queries knowledge of Queries, Forms, Reports, Macros, Table Design which will all be covered during the course.