



Formation MS Office Access - Foundations for users in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

**ID :** 260

**Goal :** This training is intended for users who need to add, modify, search and export data in an existing MS Access database, using efficient methods. However, the attendees will not learn how to create or modify a database structure.

**Audience :** Users of an existing corporate database.

**Prerequisites :** The attendee has to be very familiar with the basic functionalities of MS Windows

and be familiar with the use of keyboard, mouse, and files & folders in MS Windows Explorer

**Goals :**

- Introduction
- Purpose of relational databases
- Discover MS Access G.U.I. and vocabulary
- Learn to use the on-line help
- Open an existing database
- Learn the application basics using the NorthWind database
- Discover and understand the relational structure of a database
- Reading and searching existing data
- Inserting new data or objects (images, documents)
- Printing data and forms
- Use sorting tools and options
- Sort, search, basic and complex filter data in tables
- Save a complex filter (filter form) as a query
- Apply a saved filter on a table or on a form
- Basic table and form formatting
- Export data and reports in external software (Word & Excel)
- Basic forms and reports creation using wizards
- Simple or dynamic queries creation using the wizards
- Forms, tables and queries layouts
- Training Conclusion

**Pedagogical method :** This training is based by default on the Northwind database or can be based on a corporate database.

**Suggested duration for presentiel training (days) : 1**

**Suggested duration for on-line training (days) : 1.2**

**Daily price in face-to-face : 325 CHF**

**Daily price in remote : 156 CHF**

**Daily price in remote for students : [contact us](#) (only if student card!)**

**Daily price in remote (with recording) : 1625 CHF**

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

**Tags :** ms access training, ms access for user, ms access query, ms access queries, ms access reports, MS access tables, ms access databases, ms access forms.

Please enable JavaScript to view the [comments powered by Disqus](#).