



Formation MS Office Access - Calculation and processing functions 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 :** 648

**Goal :** Use integrated functions for data calculation or processing in forms and simple selection queries. These concepts will be used in the queries training, as well as VBA for MS Access training.

**Audience :** Users needing to work on the design or maintenance of a database with MS Access.

**Prerequisites :** Attendees should have basic skills in MS Access such as simple requests and

automatic forms.

**Goals :**

- Introduction
- Arithmetic functions +, -, /, \*
- Concatenation (&) function
- LCase (force lower case letters) et Ucase (force capital letters) functions
- Trim, LTrim and RTrim functions (blank spaces deletion, left or right blank spaces)
- Mid (search words) and Replace functions (replace text)
- StrConv function (force uppercase, first letter uppercase, force lowercase)
- First (search first) and Last (search last) function for requests
- IIF (conditional function) and Nz (replace null value) functions
- Switch functions (multiple conditional function)
- DAvg, DCount, DFirst, DLast, DLookUp, DMax, DMin and DSum grouping functions
- Count, Sum, Fix, Max, Min and Round grouping functions and calculation queries
- Date, DateDiff, DatePart, DateSerial, Day, Format, Month, WeekDay functions
- IPMT, IRR, PMT, IPMT, PV... financial functions
- Training Conclusion

**Pedagogical method :** This training is based on small examples adapted for each learned topic.

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

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

**Daily price in face-to-face : 375 CHF**

**Daily price in remote : 180 CHF**

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

**Daily price in remote (with recording) : 1875 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 :** access training, MS access, training, database, functions, financial functions, search functions, search function, aggregation, dates.

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