

McMillan Bird

Access Workshop 2

Duration: 1 day

Course Aim:

The aim of the Microsoft Access Workshop 2 course is to learn about creating relationships to link multiple tables and creating queries and reports from the linked tables. This course covers expressions, calculations and subtotalling.

Learning Outcomes

At the completion of this course participants will be able to:

- Create database tables
- Create relationships between tables
- Retrieve queried data from multiple tables
- Create and run action and parameter queries
- Automate forms by using drop-down lists
- Write formulas and functions in queries and reports.
- Create grouped and summarised reports.

Training