



Microsoft Access is one of the world's most popular database management solutions which allow companies to store, analyse and sort data. Microsoft Access is a relational database engine that can have a graphical user interface called forms. These forms can be used to allow a user to input, find, update or delete data and more importantly print detailed formatted reports.

Many companies have databases created in Access however they have problems improving, updating or amending their databases; with this PCS course the user will gain the knowledge and confidence needed to use the program efficiently and more importantly with the Support from PCS, we will be able to help the student to start creating or fine tune their own internal databases. PCS has a dedicated Solutions team that provides commercial systems for many international clients. With their years of experience and knowledge PCS have created a 4 stage program of courses that shows the main areas to start mastering this industry standard database application.

Microsoft Access: Introduction Part 1

Course Title: Inside Access | Duration: 1 Day | Level: Introduction Part 1 | Code: ITD04

The first level aims to give users the knowledge and confidence to start using and understanding access databases. This stage explains the differences between flat and relational databases with primary and foreign keys this will allow the user to learn and understand database structures and start producing linked Tables – Queries – Forms – Reports. Even people with previous Access experience will gain invaluable, practical knowledge from the experience expertise of our PCS trainers.

Microsoft Access: Introduction Part 2

Course Title: Relationships | Duration: 1 Day | Level: Introduction Part 2 | Code: ITD05

Anyone can use a wizard to create a database but how do you amend what has been created? Even though Part 1 covers topics such as "1 to Many", this course is based on how to set up and start using a working relational database. Course concentrates on different types of Relational joins 1 to 1, 1 to many and many to many.

Microsoft Access: Intermediate

Course Title: Queries & Reports | Duration: 1 Day | Level: Intermediate | Code: ITD06

This course is aimed at users that have attended the previous stages or who are very experienced and understand Primary and Foreign Keys (1 to Many). This course is perfect for people needing to question, append, delete data and produce professional reports on an existing database.



Microsoft Access: Advanced

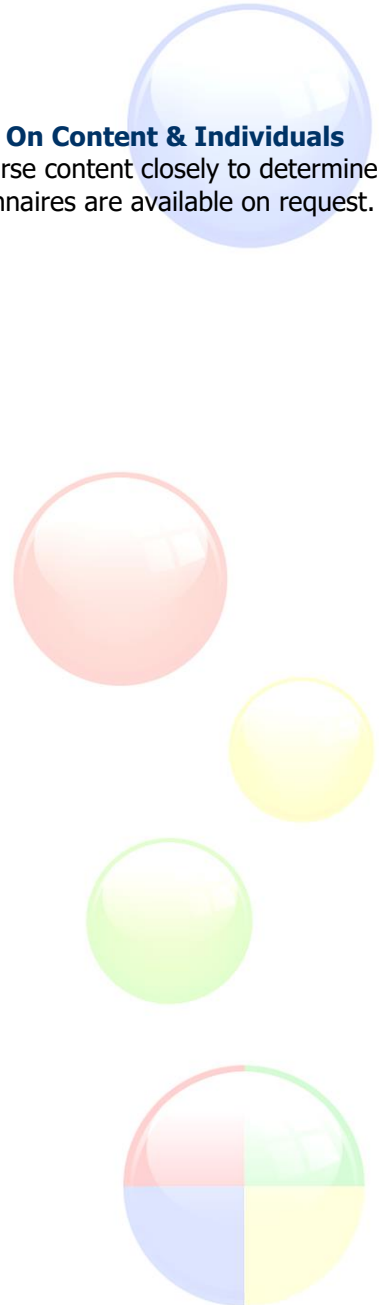


Course Title: Forms That Work | Duration: 1 Day | Level: Advanced | Code: ITD07

Creating user-friendly forms is sometimes very hard to achieve. This course uses all the experience from the PCS Solutions team by showing all the possible and impossible solutions. Introducing Macros and sub forms from queries.

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**

Note: So courses run effectively we ask all participants to examine the course content closely to determine which stage most suits their requirements and abilities. Pre-course questionnaires are available on request.





Microsoft Access: Introduction Part 1

Course Title: Inside Access

Course Code: ITD04 | Duration: 1 Day | Level: Introduction Part 1

Course Description:

The first level aims to give users the knowledge and confidence to start using and understanding access databases. The stage explains the differences between flat and relational database with primary and foreign keys this will allow the user to learn and understand database structures and start producing linked Tables – Queries – Forms – Reports. Even people with previous Access experience will gain invaluable, practical knowledge from the experience expertise of our PCS trainers.

Course Requirements:

No previous experience of Microsoft Access is required however the delegate should have knowledge in basic computer skills.

Course Content:

- Relational Databases (1-1 / 1-Many / Simple Working Relationships)
- Creating (List Boxes / Combo Boxes / Combo Box Queries)
- Creating Forms (Tabular / Columnar / Sub Forms)
- Importing & Exporting (Excel / Other Databases)
- Queries (Forms Using Queries)
- Reports (Using Queries / Group)
- Switchboard (Pros & Using Wizard / PCS Switchboard)
- Professional Database (Popup Forms / Toolbars)

Follow On Courses:



Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
- CD Reference guide & exercise notes all included
- PCS Certificate of Achievement
- This Training course can also be run on request as a One to One or a Classroom Booking

***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**





Course Title: Relationships

Course Code: ITD05 | Duration: 1 Day | Level: Introduction Part 2

Course Description:

Anyone can use a wizard to create a database but how do you amend what has been created? Even though the previous level covers topics such as "1 to Many", this course is based on how to set up and start using a working relational database. Course concentrates on different types of Relational joins 1 to 1, 1 to many and many to many.

Course Requirements:

The delegate needs to have attended the previous level of the Access course at Pringle PCS or at least, have the equivalent working knowledge.

Course Content:

- Relational Databases (1-1 / 1-Many / Simple Working Relationships)
- Creating (List Boxes / Combo Boxes / Combo Box Queries)
- Creating Forms (Tabular / Columnar / Sub Forms)
- Importing & Exporting (Excel / Other Databases)
- Queries (Forms Using Queries)
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***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**





Course Title: Queries & Reports

Course Code: ITD06 | Duration: 1 Day | Level: Intermediate

Course Description:

This course is aimed at users that have attended the previous stages or who are very experienced and understand Primary and Foreign Keys (1 to Many). This course is perfect for people needing to question, append, delete data and produce professional reports on an existing database.

Course Requirements:

The delegate needs to have attended the previous level of the Access course at Pringle PCS or at least, have the equivalent working knowledge. Delegates must understand primary & foreign Keys.

Course Content:

- Type (Select / Delete / Append / Make Table Query / Crosstab)
- Total Command (Group / Average / Sum / Count / Max / Min)
- Find Duplicates & Amending Existing Broken Queries
- Multiple Table Queries (Converting Into A Flat File Mail Merge)
- Reports (Multiple Tables & Queries Reports)
- Summarise Reports (Group & Totals)

Follow On Courses:



Additional Information:

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***BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals**





Microsoft Access: Forms That Work

Course Code: ITD07 | Duration: 1 Day | Level: Advanced

Course Description:

Creating user-friendly forms is sometimes very hard to achieve. This course uses all the experience from the PCS Solutions team by showing all the possible and impossible solutions. Introducing Macros and subforms from queries.

Course Requirements

The delegate needs to have attended the previous level of the Access course at Pringle PCS or at least, have the equivalent working knowledge. Delegates must understand primary & foreign Keys.

Course Content:

- Relational Databases (1-1 / 1-Many / Working Relationships)
- Sub Forms (Standard Sub Forms / Queries Sub Forms)
- Advanced Queries (Multiple Tables / Embedding SQL Queries)
- Expression Builder (Queries / Commands)
- Problem Solving (Access Limitations / Breaking Rules)
- Introducing Macros (Run Command / Refresh, Set Value / Open / Run)
- PCS Development Tricks (Documentation / Understanding A Database)

Follow On Courses:



Additional Information:

- 100% Free Re-Sit: Within 12 months of attending the course
- Free Telephone & email support
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