Microsoft Access 2016/2013 – Basic Course

Course code: MSAC1

This course is designed for users, who need to create relational databases in Microsoft Access, fill in data, analyse and execute it and create simple applications. You learn how to create simple relational databases, work with them and create simple applications.This course is suitable for users of every version of Microsoft Office products. Excel is a well-matured application and control of its interface has not changed significantly since the 2007 version. There will be 3 latest Excel versions installed in each classroom in case the users would like to work with the version they are accustomed to. The student's books of appropriate versions will also be available.

Affiliate	Duration	Course price	ITB
Praha	5	16 500 Kč	0
Brno	5	16 500 Kč	0
Bratislava	5	700 €	0

The prices are without VAT.

Course terms

	Date	Duration	Course price	Type	Course language	Location
G	04.11.2024	5	16 500 Kč	Presence	CZ/SK	GOPAS Praha
	04.11.2024	5	700 €	Presence	CZ/SK	GOPAS Bratislava prezenčne
	20.01.2025	5	16 500 Kč	Presence	CZ/SK	GOPAS Brno
	10.02.2025	5	16 500 Kč	Presence	CZ/SK	GOPAS Praha
	26.05.2025	5	16 500 Kč	Presence	CZ/SK	GOPAS Brno
	02.06.2025	5	16 500 Kč	Presence	CZ/SK	GOPAS Praha

The prices are without VAT.

Who is the course for

This course is assigned for users, who have never worked with Access database.

What we teach you

You learn how to create simple relational databases, work with them and create simple applications.

Required skills

Basics of work with computer and Microsoft Windows system.

Course Outline

Introduction to relational databases
Viewing datasheet
- User operations

Design view
- Setting of properties of items

Filters
- By selection, by form
- Elementary syntax of expressions

Relations between tables
- Setting properties of relations

Queries
- Counted fields
- Counting totals
- Parametrical queries
- Crosstab query
- Action queries

Forms
- Form sections
- Editing source query or table
- Form properties
- Controls and its properties
- Expressions in forms
- Using charts, pictures and other objects

Reports
- Templates of reports
- Reports and controls
- Using sections and page breaks
- Using expressions in reports
- Sorting and grouping, header and footer of group

Database administration

Export and import

Innovations in MS Access

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