



Advanced Data Manipulation and Reporting with Microsoft Access

Prerequisites

The delegate must have a basic understanding of Microsoft Access and the Table, Query and reporting components.

It is essential that the delegate has some experience of data manipulation using a spreadsheet package such as Microsoft Excel.

Course Duration	2 Days
Start Time	09:30
Lunch	12:30
End Time	16:30

Course Aims & Objectives

The aims of this course are to allow the user to familiarise themselves with the Microsoft Access query and reporting environment and to apply taught theoretical skills to a practical exercise based on relevant database design.

The objectives of this course are to ensure that each delegate acquires experience of the practical aspects of the course using Microsoft Access and create complex queries and reports in both MS Access and MS Excel.

Data Import

- Importing Excel Data
- Importing Data from other data sources
- Linking to existing tables
- Automating the Import of data
- Cleaning data
- Basic Data Mining with OLAP

Data Export

- Exporting Data to Excel
- Exporting Data to Outlook
- Exporting data to a CSV , TSV file

Querying

- Further Select Queries
- Append Queries
- Update Queries
- Delete Queries
- Union Queries
- Data Definition Queries
- SQL as a language

Reporting

- Utilising Sub Reports
- Utilising Grouping Levels
- Repeat Formatting
- Using Snapshots
- Using PDF documents
- E- Mailing Reports
- Producing charts in reports
- Producing charts in Excel
- Sending Data to Word
- Sending Data to the Web.

Comments

Signature

Date/...../..20.....