



Basics	<input type="checkbox"/>
Next Steps	<input checked="" type="checkbox"/>
Further Skills	<input type="checkbox"/>

IT Skills – Next Steps with Databases using Microsoft Access

Course Code: CTO41

This course suits those who understand the concept of databases and wish to extend their skills. It looks at developing simple flat-file databases, to take advantage of relational database concepts and file structures. Data quality is also considered. Through hands on exercises, delegates develop skills in effective data validation, as well as advanced queries and more complex reporting.

Course at a glance

- Recap on basic database concepts and skills
- Database normalisation
- Using lookup fields
- Customising data entry screen design
- Charts in forms and reports
- Creating a relational table structure
- Understanding relational database concepts
- Creating complex queries – parameter, joining tables, update queries, summary and grouping
- Advanced reports
- Principles of good interface design
- Course assessment and review

	At Brandon Training Centre	On-site
Duration	1 day	1 day
Cost	£140 + VAT	£1,600 + VAT per day for on-site trainer
Minimum number of delegates	1 – attending an Open Course Booking	8
Maximum number of delegates	12	12
Certification	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or www.brandontesting.co.uk