

UNDERSTAND YOUR DATA USING MICROSOFT ACCESS - Course Outline -

What is this course all about?

The course is designed for consultants and business managers who are looking to leverage the power of standard business applications in their analysis and decision-making. The course focuses on analysing data using Microsoft Access.

What are the benefits of the course?

You will

- Understand when a database is the most effective analytical tool
- Experience analysing data using Microsoft Access
- Apply database techniques to gain insights from your data

What are the key elements of the course?

Spreadsheet or database?

- **Introductory session:**
How to select the most appropriate tool or combination of tools to be able to analyse your data effectively

Exploring Microsoft Access

- **Exercise:**
Exploring the database window and database objects including tables, queries, forms, reports and macros.

Database design

- **Introductory session:**
Basic theory of database design. A guide to understanding the basics of relational structures in order to build a robust, integrated database – including
 - primary keys
 - linking tables
 - normalization
 - relationships between tables
 - referential integrity.

Importing data

- **Exercise:**
Importing data from Microsoft Excel and other sources, and quality checking imported data
-

Queries

Introductory session:
What is a query?

Series of exercises:

- Applying different types of query
- Creating and structuring queries
- Sorting and filtering
- Joining records



data2impact

Tel:
+44 (0) 870 241 0581
Fax:
+44 (0) 870 241 0854

Email:
info@data2impact.com
Web:
www.data2impact.com

- Creating calculated fields
- Using built-in functions
- Grouping.

Advanced Topics

- **Exercise:**
Automating your database using advanced features such as forms, reports and macros.

How long does the course last?

6 hours

Course Prerequisites

Familiarity with Windows applications e.g. Microsoft Excel

Microsoft Access installed on own PC