

Exploit Access 95 - 2003 for Your Business

If you frequently want to look at your data in different ways or produce reports on data that is frequently changing, you may want to consider using Microsoft Access instead of Microsoft Excel. In Access, you only need to create the query or report once and then run it against the data whereas you may need to recreate the report each time in Excel. Excel should be used if you are using and analysing numerical data, but Access is great if you need to manipulate data from multiple sources and produce reports.

What is Covered?

We talk to you first to see how you currently use Access 95 - 2003 in your business. We may ask you to carry out an initial assessment to ensure that we understand what you already know and what you need to learn.

Normally, the following will be covered at a minimum:

- Import Excel data into Access
- Modify the fields on the table (size, type, validation)
- Create a primary key on the table
- Create other associated tables and link with the main table
- Create queries
- Create reports
- Use forms

What Happens?

The package consists of a series of 6 one - to - one hour long sessions with your trainer. You will together discuss your business by phone, discuss how you currently use Access 95 - 2003 and what you would like to be able to do. Using an online classroom, you can share your screen with your trainer, so support and instruction can be given in real time. You will be provided with exercises to practice the new skills and you have the opportunity to change your own spreadsheets if you would like. You will be given "How To Access 95 - 2003" guides after the sessions and exercises will be available to complete between sessions to reinforce your learning.

Up to 1 hour of ad hoc support will be available for 3 months following the final session.

Cost?

The cost of the package is £360 including a headset, guides, exercises and support.

Interested?

To book your package, please contact

mary@concisetraining.net

07799 634835

01865 522658