Microsoft Application Training

course outlines

Improve your IT skills and career prospects

These courses will help you if:

- You want to improve your IT skills
- You want to return to office based employment and increase your earnings
- You'd like to learn Microsoft Office applications such as Word or Excel
- You'd like to improve your knowledge of software tips and shortcuts

Microsoft Application Training

	DAYS	MAR	APR	MAY	JUN	JUL	AUG
Microsoft Word Level Introduction	1	11	04	06	06	03	01
Microsoft Word Level Intermediate	1	12	07	09	13	07	08
Microsoft Word Level Advanced	1	13	14	16	20	14	15
Designing Templates & Macros in Microsoft Word	1	14	21	23	27	21	22
Microsoft Excel Level I	1	17	07	30	02	04	04
Microsoft Excel Level II	1	18	14	07	09	11	11
Microsoft Excel Level III	1	19	18	14	16	18	18
Microsoft Excel Level IV	1	20	25	21	23	25	19
Microsoft Excel Analysis Techniques	1	25	03	28	30	28	05
Microsoft Excel Macros & Customisation	1	26	11	02	26	29	12
Microsoft Excel VBA Programming	2	10-11	21-22	12-13	02-03	01-02	20-21
Microsoft Access Introduction	2	27-28	9-10	19-20	17-18	16-17	6-7
Microsoft Access Intermediate	1	17	28	09	10	15	27

Microsoft Application Training - Improve your IT skills and career prospects.

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Microsoft Access : Introduction

Course duration: 2 Day

Course Objectives

To give an understanding of the concepts behind and methods of using and designing Access Tables, Forms, Queries and Reports. The course will cover the following features:

Day One

Access Fundamentals

Designing a database
Creating a database using the Wizard
Creating a blank database
Compacting a database
Opening an existing database
Working with tables and viewing the table structure
Printing a datasheet

Tables

Creating a table
Setting field properties, look-ups and default control types
Setting table properties
Setting the table's default sort order
Using indexes and primary key fields
Using tables
Editing data - adding, amending and deleting fields and records
Sorting data
Finding records
Filtering by selection and by form
Spell checking the data

Defining Relationships between tables

Relationship types
Referential integrity
Cascading options

Day Two

Queries

Creating a simple select query using the wizard
Creating a simple select query from scratch
Criteria in queries
Multiple criteria
Operators and functions in criteria
User definable parameters in queries
Renaming fields and setting field formats and properties
Filtering the results by selection
Joining tables in a query
Understanding autojoins
Using indirect joins
Calculating fields and top values

Forms

Creating an Autoform from a table or query
Columnar, tabular and datasheet autoforms
Using the Form Wizard to create a form
Designing the form
Working with controls
Selection, moving and formatting controls
Changing control properties
Adding bound and unbound controls
Using the field list and properties box
Aligning, copying, duplicating and deleting controls
Creating simple list boxes and combo boxes
Designing the Header, Footer and Detail sections
Using Filter by Form, Filter by Selection, Filter Excluding Selection and Filter for input

Reports

Creating an AutoReport from a table or query
Columnar and tabular AutoReports
Creating a labels report
Using the Report Wizard to create a report
Designing the report
Working with controls
Working with headers and footers (group, page, and report)
Setting the Page Layout
Printing the report
Previewing sample data
Previewing the entire report

Microsoft Access : Intermediate

Course duration: 1 Day

Course Objectives

To give a deeper understanding of the concepts behind and methods of using and designing Access Tables, Forms, Queries and Macros. The course will cover the following features:

Further Queries

Using Totals queries for Summarising data
Using Crosstab queries for Cross tabulating and Summarising data
Using Action queries
Make table queries
Update queries
Append queries
Delete queries

Further Macros Design

Collection macros into groups
Naming macros
Referring to a macro in a group
Using the expression builder
Controlling the properties of objects trough macros

Further Forms Design

Main/Sub forms
Linking main forms to sub forms
Creating forms which contain charts
Using the Pivot Table Wizard
More advanced controls
List boxes and combo boxes to lookup data in other tables/queries
Option groups
Calendar controls
Tab Controls

Further Report Design

Main/Sub reports
Linking main reports to sub reports
Working with calculated controls and summary groups
Referring to control values in a report
Using conditional statements in a report
Creating reports which contain charts

Microsoft Access : Advanced

Course duration: 1 Day

Course Objectives
Advanced use of Queries, Forms, Macros and Customisation of Application.

Advanced Queries

Queries which refer to controls on forms (hidden and unhidden)
Queries using advanced functions:
Data conversion
Date and time
String manipulation
Logical
Domain
Aggregate functions

Advanced Forms

Creating forms to get user input
Referring to control values on a form
Referring to controls on parent and sub-forms
Setting event properties for controls
Finding data from drop-downs, option buttons and other controls
Creating dialogue boxes from forms

Advanced Macros

Using conditional macros
Macros which refer to controls on forms
Macros which find data specified on forms
Auto-executing macros
Converting macros to VBA

Customising the Application

Creating and controlling the display of toolbars and Menu bars
Setting Startup options
Analysing and documenting the database
Understanding and managing database replication
Understanding and managing database security

AM:PM Services Booking Form

Please complete this form and mail or FAX to:
AM:PM IT Services, Tower Point , 44 North Road, Brighton BN1 1YR.
TEL: 01273 243000   FAX: 01273 243966
or e:mail : training@ampmittraining.co.uk

Your Name:			
Home No.	Personal No:		
Company & Address			
Home Address			
Course Date:	Course Fee per delegate: £		
Registration Fee £:		Total (excluding VAT): £	
Course Title:			
Candidate	Name	Course Title	Date

Authorised By:	Purchase Order No.:
Position:	
Address:	
	Postcode:
Telephone:	Fax:
Signed:	Date:

Address to which instructions should be sent to if different from above

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