TRAIN THE TRAINER: ACCESS MASTERCLASS

Duration: 5 Days
Course Code: ITM05
Course Price: £2475

Course Requirements:

PCS strongly recommend that the delegate needs to have attended all 4 levels of the Access courses at Pringle PCS or at least have the high standard working knowledge.

Benefits From Attending The Training:

This course will give you all the Skills, Tools and Documentation to become an Advanced Microsoft Access Trainer.

Once untaken this course you will have skills, knowledge and confidence to be able teach to the highest level, instead of paying an outgoing cost to sub-contractors trainers save your company money and increase performance within you team.

- Presentation Skills
- Problem Delegates
- Learning and training techniques
- Every Course has 2 days of training material with exercises and workshops
- Differences Between Versions: 97 | 2000 | 2003 | 2007 | 2010 | 2013 | 2016 | 365
- Trainer Support

Training Aids:

- PowerPoint Slides
- Exercise Files
- Delegate Manual
- Trainer Manual
- Quizzes
- Training Planner and Est times

Course Content:

Introduction Part 1

- Relational Databases (1-1 / 1-Many / Simple Working Relationships)
- Creating (List Boxes / Combo Boxes / Combo Box Queries)
- Creating Forms (Tabular / Columnar / Sub Forms)
- Importing & Exporting (Excel / Other Databases)
- Queries (Forms Using Queries)
- Reports (Using Queries / Group)
- Switchboard (Pros & Using Wizard / PCS Switchboard)
- Professional Database (Popup Forms / Toolbars)

Introduction Part 2

- Relational Databases (1-1 / 1-Many / Simple Working Relationships)
- Creating (List Boxes / Combo Boxes / Combo Box Queries)
- Creating Forms (Tabular / Columnar / Sub Forms)
- Importing & Exporting (Excel / Other Databases)
- Queries (Forms Using Queries)
- Reports (Using Queries / Group)
- Switchboard (Pros & Using Wizard / PCS Switchboard)
- Professional Database (Popup Forms / Toolbars)

Intermediate

- Type (Select / Delete / Append / Make Table Query / Crosstab)
- Total Command (Group / Average / Sum / Count / Max / Min)
- Find Duplicates & Amending Existing Broken Queries
- Multiple Table Queries (Converting Into A Flat File Mail Merge)
- Reports (Multiple Tables & Queries Reports)
- Summarise Reports (Group & Totals)

Advanced

- Relational Databases (1-1 / 1-Many / Working Relationships)
- Sub Forms (Standard Sub Forms / Queries Sub Forms)
- Advanced Queries (Multiple Tables / Embedding SQL Queries)
- Expression Builder (Queries / Commands)
- Problem Solving (Access Limitations / Breaking Rules)
- Introducing Macros (Run Command / Refresh, Set Value / Open / Run)
- PCS Development Tricks (Documentation / Understanding A Database)

*BESPOKE COURSE | Course Duration, Level & Duration: Depends On Content & Individuals