



LIVE SEMINAR

Microsoft® Access® — Database Design, Queries and Reports



THIS SEMINAR AT A GLANCE:

Track, report, store, analyze and organize data in a way that is easily shared and always at your fingertips.

- Design a database that fits your project needs
- Pick the right program – explore the different capabilities of Microsoft Access®
- Avoid common mistakes
- Plan to save valuable time
- Reduce redundancy and user-error
- Use tips and best practices
- Discover Access shortcuts to improve efficiency
- Work with external data
- Learn to import and export like the pros
- And so much more!



This seminar covers both Microsoft 2016 and 365

Microsoft Access is the tool you need for smart data management. Learn how to organize the overwhelming amount of information you have both efficiently and effectively.

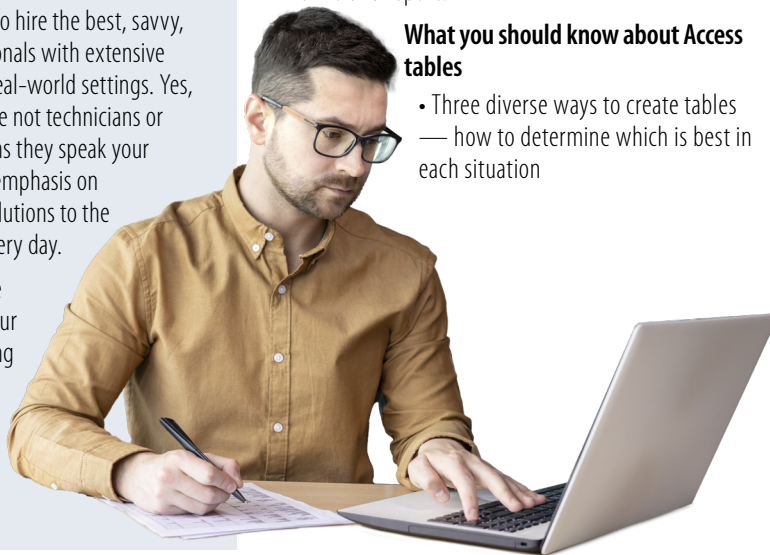
Will I spend the day in front of a computer?

No! You can learn more in less time with our dynamic hands-off teaching approach. You'll be able to concentrate and learn without being slowed down by keyboarding or having to wait for the entire group to catch up. Your workbook provides all the information needed to try everything you've learned later, at your own speed and convenience. You don't have to be a database expert to take advantage of the impressive functionality of Access. After one important day, you will be ready to take charge of your data.

About our instructors...

Fred Pryor Seminars strives to hire the best, savvy, intelligent business professionals with extensive experience using Access in real-world settings. Yes, they are experts. But they are not technicians or programmers — which means they speak your language. You will love the emphasis on practical, understandable solutions to the challenges you are facing every day.

Become a confident, capable Microsoft Access user with our proven computer-less training method!



PROGRAM AGENDA

Information management and its role in business

- What a database is — and what it isn't
- The many roles databases can play in helping you manage and improve your business
- "Flat file" vs. "relational databases" — how they differ and when to use one or the other

The planning stage of a data management system

- How to decide which data you need to manage
- How to be sure the complexity of your database doesn't exceed the skill level of those who will be using it
- Tips for eliminating redundancy and optimizing your database

Step by step, how to create an Access database

- The all-important distinctions between tables, queries, forms and reports
- How to leverage the power of Wizards and other Access features to automate the creation of your databases
- How to modify Wizard-created databases, tables, forms and reports

What you should know about Access tables

- Three diverse ways to create tables — how to determine which is best in each situation

- Database fields explained — how to choose the right ones
- How to avoid the common pitfalls in defining fields
- A look at importing data from other databases

Explore the Big Picture: Start with the basics: Understanding the nature of a database

- Access vs. Excel: Pick the right program for your project
- Speak Access — A guide to database terminology
- Decipher data elements ranging from tables, queries, forms and reports
- Navigate through the Access workspace and environment

Create Database Structure

- Enter, add, delete and change the data in your tables with ease
- Create tables and fields that work for you
- Learn the different views and how to create a table in each of them
- Choose the right fields and create the right tables the first time
- Discover what a Primary Key is and how to choose which one to use
- Understand relationships — make your tables talk

Collaborate and Share

- Use the Reports Wizard to share an informative story about your data
- Customize Reports in the Design view
- Print your reports successfully the first time
- Customize Access for different users
- Make your database friendly for all users with Forms

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Additional information can be found in our FAQs:

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