

Learn specific features of Microsoft Access

Ong Training provides 5 levels of Microsoft Access training, this article is aimed at helping you decide which course suits your needs.

Database design Learn how to plan, design and build relational databases. This course provides an overview of the database development life-cycle, focusing on data analysis & modelling techniques used by professional database developers to design efficient, robust applications.

Introduction Develop the basic knowledge to build effective database systems from the beginning. Create tables, validate data and relate the tables to each other correctly. Design basic forms for data entry, create Select Queries to extract data from tables and produce Reports.

Intermediate Make your database easy to use with a menu system (GUI - Graphical User Interface). The course covers sub-forms, list boxes, combo boxes, check boxes, auto keys, controls and much more. Followed by an introduction to Macros & integrating data with MS Office.

Advanced Link your database to other database tables and splitting your database. Find out more features of forms, menus and advanced Macros. Gain an understanding of basic programming techniques. Secure your database with passwords, set users & groups with permissions.

VBA This course is aimed at introducing Access developers to features and facilities of the VBA programming language; to encourage confidence, control and creative use of MS Access by taking a structured look at MS Access VBA.

