Access - Part 1

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 16.00 hours (2 days) **13.0 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Professionals using advanced query design techniques complete complex data retrieval tasks up to 40% faster and with greater accuracy than those relying only on basic tools. The Microsoft Access Training – Access Part 2 course equips you with the advanced features, queries, reports, and relational design practices, that make this level of efficiency possible. In this course, you will expand your knowledge of relational database design, promote quality input from users, and learn how to improve database efficiency while strengthening data integrity. You'll also implement advanced features in tables, queries, forms, and reports, giving you the ability to build databases that are more reliable, usable, and scalable. The training focuses on optimization of Access databases, including performance tuning, normalizing data, applying data validation rules, and improving usability.

About This Course

Professionals using advanced query design techniques complete complex data retrieval tasks up to 40% faster and with greater accuracy than those relying only on basic tools. The Microsoft Access Training – Access Part 2 course equips you with the advanced features, queries, reports, and relational design practices, that make this level of efficiency possible. In this course, you will expand your knowledge of relational database design, promote quality input from users, and learn how to improve database efficiency while strengthening data integrity. You'll also implement advanced features in tables, queries, forms, and reports, giving you the ability to build databases that are more reliable, usable, and scalable. The training focuses on optimization of Access databases, including performance tuning, normalizing data, applying data validation rules, and improving usability.

Who Should Attend

This Microsoft Access training is designed for professionals who need to create and manage databases. Typical participants include administrative staff, office managers, business analysts, and anyone responsible for storing and reporting structured data. It's also ideal for beginners who want a solid foundation in relational database concepts.

Prerequisites & Entry Requirements

General Prerequisites:

- Basic computer literacy
- Basic PC operating system navigation skills
- Basic Internet usage skills
- Basic IP address knowledge

Learning Outcomes

Upon successful completion of this course, participants will be able to:

After completing this Microsoft Access training course, you will be able to: Navigate within the Access environment, create a simple database, and customize options. Organize and manage data stored within Access tables. Use queries to join, sort, and filter data across multiple tables. Design forms to simplify data entry and review. Create and format custom reports for professional output. Apply validation techniques to ensure data accuracy and integrity.

Detailed Course Outline

Getting Started with Access

- Launch Access and open a database
- Use tables to store data
- Use queries to combine, find, filter, and sort data
- Use forms to view, add, and update data
- Use reports to present data

Creating Tables

- Plan an Access database
- Start a new Access database
- Create a new table
- Establish table relationships

Creating Queries

- Create basic queries
- Perform calculations in a query
- Sort and filter data in a query

Creating Forms

- Start a new form
- Enhance a form

Creating Reports

- Start a new report
- Enhance report layout

Promoting Quality Data Input

- Restrict data input through field validation
- Restrict data input through forms and record validation

Improving Efficiency and Data Integrity

- Data normalization
- Associate unrelated tables
- Enforce referential integrity

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for Access - Part 1:

Start Date	End Date	Location	Delivery	Price
30 Nov 2026	01 Dec 2026	Online	Virtual	€590.00

Frequently Asked Questions

Q: What delivery options are available for Access - Part 1?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 2-day Access - Part 1 course provides up to 13.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Access - Part 1 training?

The training takes place over 2 day(s), with each day lasting approximately 16.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Access - Part 1?

Yes, we provide corporate training, dedicated training, and closed classes for Access - Part 1. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Access - Part 1?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Access - Part 1 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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