

# **Microsoft Access and Report Design** **Training Options**

## **OVERVIEW**

- **Introduction to Microsoft Access and Report Design** – this course is designed to provide an overview of the elements involved in storing, viewing and reporting data. By the end of the course you should be able to create simple views and reports. Training is for a maximum of 5 people, 2 hour sessions over 2 ½ weeks or approximately 10 hours. Time will be set aside for questions and answers. Complex topics that require research or detailed discussion will be deferred to the next session.
- **One on one training/consulting on specific issues** – once you start working with Access we can work with you to resolve whatever issues you may have.

- **COURSE OVERVIEW**

- **Introduction to Microsoft Access and Report Design**

- This course teaches a basic understanding of Microsoft Access as a relational database management system (RDBMS).

- We'll show you how to effectively and efficiently store your data, query it to get the answers you need, and create professional looking reports, all within the same application. While learning the basic aspects of this uniquely powerful software, the course will also demonstrate practical application of concepts using the data tables and relationships found in the QuickBooks SDK, enabling you to maximize your business intelligence.

- **Introduction**

- What Is Access?
      - How Can Access help me?

- **Storing and Managing Your Data - Tables, Fields, and Relationships**

- Tables as Data Storage, From Local to linked
      - Fields and Field Types
      - Input Validation, Size and Format
      - Normalization, a Key Concept to Organizing Your Data
      - Relationships, Primary and Foreign Keys

- **Getting Answers from Your Data - Queries and Computation**

- Queries, From Select to Pass-Through
      - Summarizing, Grouping, and Other Computations
      - Query Parameters, Refining Your Results
      - Nesting, Queries on Queries

- **Viewing Your Data - Forms and User Interface**

- Creating Forms
      - Form Controls: Text and Combo Boxes, List Boxes, Labels, Buttons And Macros

- Sub-Forms, Link Your Views
- Navigating Your Application -The Switchboard Manager
- **Presentation - Report Design**
  - Basic Report Creation
  - Filter, Sort, And Group Data
- **Database Maintenance**
  - Having A Backup Plan
  - Use Your Space Wisely - Database Size Management Via Compact & Repair
- **Summary & Review of Key Concepts**
  - Putting It All Together
  - Open Sync – QuickBooks syncing and database aggregation software
  - Business Intelligence Dashboards – Introduction to Tableau and Roambi

## **PRICING/PAYMENT TERMS**

Introduction to Microsoft Access and Report Design – \$1,500 payable after the first session, assuming you want to proceed, and otherwise there is no cost for the first session.

Training, Consulting, Custom Report and Application Development – prepaid blocks of time or hourly at \$200 per hour.

10 hours = \$2,000

20 hours = \$3,800 represents a 5 % discount

40 hours = \$7,200 represents a 10% discount