

# McMillan Bird

## Access Workshop 2

Duration: 1 day

### Course Aim:

The aim of the Microsoft Access Workshop 2 course is to learn about creating relationships to link multiple tables and creating queries and reports from the linked tables. This course covers expressions, calculations and subtotalling.

### Learning Outcomes

At the completion of this course participants will be able to:

- Create database tables
- Create relationships between tables
- Retrieve queried data from multiple tables
- Create and run action and parameter queries
- Automate forms by using drop-down lists
- Write formulas and functions in queries and reports.
- Create grouped and summarised reports.

Training