

Course Profile

Using Microsoft Access with *UNI-form*

Duration

2 days

Prerequisites

Delegates wishing to attend this course should have:

- Detailed knowledge of their site's *UNI-form* data
- Experience of using the Microsoft Office suite at a basic level

N.B. previous knowledge of Microsoft Access is not assumed.

Target Audience

System Supervisors

Objectives

By the end of this course you will be able to:

- Interrogate the tables within *UNI-form* to produce tailor-made reports.
- Correctly use the tools and additional functions written specifically for use with *UNI-form*

Contents

- Introduction
 - Technical details
 - Definitions
 - Where to find information
 - Database window
 - Linking *UNI-form* tables
 - Basic query
 - Further criteria
 - Renaming fields
 - Parameters
 - Functions
 - Relationships
 - Totals and grouping
 - IF function
 - Reports
 - Access functions add-in
 - Access functions
 - Relationships
 - Date formats
 - Numeric and string formats
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