Introduction to Data Analytics with Access Outline

Course Summary

Description

This course provides individuals involved in analysis-related activities with an overview of the analysis skills needed to support decision-makers in achieving organizational results.

Participants generate data while engaged in a real-world simulation. Various analytical techniques are applied to analyze the data, and the course concludes with a presentation of analysis results.

As a tool, this course uses Access. It is composed of 50% lecture and 50% lab work.

Topics

- Getting Started with Access
- Working with Tables and Data
- Queries
- Generating Reports
- Advanced Table Topics
- Advanced Queries
- Working with Data

Audience

This course is designed for anybody who needs to do Data Analytics.

Prerequisites

Before taking this course, you should have a computer with Access (proper version to be confirmed).

Duration

Three days
Introduction to Data Analytics with Access Outline

Course Outline

I. Getting Started with Access
   A. Orientation to Access
   B. How to Create an Access Database

II. Working with Tables and Data
    A. Tables
    B. Data Types
    C. Proper Syntax
    D. Best Practices
    E. Creating Table Data
    F. Sorting and Filtering
    G. Creating Views

III. Queries
     A. Joining Different Tables
     B. Sort and Filter Data in a Query
     C. Performing Calculations in a Query

IV. Generating Reports
    A. Creating a Report
    B. Changing the Appearance of a Report
    C. Printing Reports

V. Advanced Table Topics
   A. Relational Database Design
   B. Creating Table Relationships

VI. Advanced Queries
    A. Creating Parameter Queries
    B. Creating Unmatched and Duplicate Queries
    C. Summarize Data

VII. Working with Data
     A. Import Data into Access
     B. Export Data to Text File Formats
     C. Export Access Data to Excel

Due to the nature of this material, this document refers to numerous hardware and software products by their trade names. References to other companies and their products are for informational purposes only, and all trademarks are the properties of their respective companies. It is not the intent of ProTech Professional Technical Services, Inc. to use any of these names generically.