



Institute for Capacity Development (ICD)

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Databases and Microsoft Access

On completion of the course, participants should be able to:

- Understand core database concepts and terminology
- Design relational databases using Microsoft Access
- Create and manage tables, relationships, queries, forms, and reports
- Validate, secure, and maintain data integrity
- Generate reports and summaries for management use
- Apply databases to real administrative and organisational tasks

Target Groups

- Administrative officers
- Economists
- Analysts
- M&E staff
- Researchers
- Finance and HR officers
- Stores Officers

Course Outline

- Introduction to Databases
- What is a database?
- Databases vs spreadsheets
- Types of databases
- Key database concepts: tables, records, fields, keys
- Overview of Microsoft Access interface
- Database Design Principles
- Data requirements analysis
- Entities and relationships
- Primary and foreign keys
- Normalisation (1NF, 2NF, 3NF)
- Designing a database schema
- Creating Tables in Microsoft Access
- Creating tables in Design View
- Data types and field properties
- Validation rules and input masks
- Indexes and relationships
- Queries for Data Retrieval & Analysis
- Select queries

- Criteria, sorting, filtering
- Calculated fields
- Parameter and action queries
- Forms for Data Entry & User Interaction
- Creating and customizing forms
- Navigation and usability features
- Sub-forms and lookup fields
- Error prevention and user controls
- Reports for Information Presentation
- Designing professional reports
- Grouping, totals, and summaries
- Exporting reports to Word, PDF, Excel
- Print layout and formatting
- Automation & Productivity Tools
- Macros and basic automation
- Switchboards and menus
- Introduction to VBA (overview only)
- Database Security, Maintenance & Integration
- User access and password protection
- Backups and recovery
- Compact and repair tools
- Importing/exporting data from Excel and other systems
- Action Planning

Dates: 09th – 20th February 2026

Duration: 2 weeks

Course Costs: US\$3250/delegate

Venue: Pretoria, RSA