Updated 03/06/2024

Sign up

Airtable training: data for your productivity
3 days (21 hours)

Presentation

Airtable training will help you create databases and applications. You'll master workflow management for your teams. This powerful tool will help you organize your day-to-day projects and tasks.

During this professional training course, you'll learn how to create collaborative databases using Airtable for presentations. Airtable remains flexible so that all types of companies can customize it to their needs.

This software is ideal for training you to carry out your day-to-day business processes. You can also use Airtable as an in-house productivity tool on various technologies to perfect your web projects.

With this Airtable training course, users will gradually enrich their choices thanks to the functionalities offered by Airtable. Follow our training to create your own tools in no time.

Objectives

- Master the basics of Airtable
- Linking tables
- Declaring multiple data types
- Monitor project progress
- Describe data architecture
- Building a user interface for your data

Target audience

General public

Prerequisites

Knowledge of spreadsheet software

Airtable Training Program

Introduction

- What is Airtable?
- What is a database?
- Unite your teams around a single source of truth
- Execute business processes

Designing your database

- Create a database
- Create a table
- Adding data with records
- Time tracking
- Organizing data in fields
- Creating customized data views
- Connect your data with linked records

Workflow design

- Define your workflow
- Entering your workflow into Airtable
- Importing data from other tools
- Refine your workflow

Working with your team

- Share your data with the people you choose
  - What is a share link?
  - How to create a sharing link
  - Control shared data
  - Share only important data
  - Automated updates
- Capture everyone's exact data
  - What is a form?
  - Learn how to use a form
  - Gather information quickly
  - Adding context to decision-making
  - Streamlining the admission process

- Creating interactive interfaces with Interface Designer

Preparing your team for success

- Setting and achieving Airtable objectives
- Introducing Airtable to your team
- Organizing your base for collaboration
- Planning Airtable deployment
- Invite your colleagues
  - Invite your colleagues to your workspace
  - Implementing security for data protection
  - Assigning property with a collaborator field

Work automation

- Adding automation to Airtable
- Time-saving automation
- Learn how to use calculated fields
- Write your first formula
- Exploring all the possibilities of formulas

Extend your workflow

- Using extensions in Airtable
  - Graphics extension
  - CSV import
  - Flowchart extension
  - Card extension
  - Description extension
  - Pivot tables
- Building customized reports

Connect data between tools

- Data synchronization in Airtable
  - What is Airtable synchronization?
  - Knowing where data is synchronized
  - Synchronization from one or more sources
- Integration of external tools
  - Explore synchronization integrations
  - Jira server & Jira cloud
  - Google Calendar

Build on Airtable

- Writing custom scripts in Airtable
  - What is scripting?
- Build your own Airtable extensions
- Using the Airtable API

Companies concerned

This course is aimed at both individuals and companies, large or small, wishing to train their teams in a new advanced computer technology, or to acquire specific business knowledge or modern methods.

Positioning on entry to training

Positioning at the start of training complies with Qualiopi quality criteria. As soon as registration is finalized, the learner receives a self-assessment questionnaire which enables us to assess his or her estimated level of proficiency in different types of technology, as well as his or her expectations and personal objectives for the training to come, within the limits imposed by the selected format. This questionnaire also enables us to anticipate any connection or security difficulties within the company (intra-company or virtual classroom) which could be problematic for the follow-up and smooth running of the training session.

Teaching methods

Practical course: 60% Practical, 40% Theory. Training material distributed in digital format to all participants.

Organization

The course alternates theoretical input from the trainer, supported by examples, with brainstorming sessions and group work.

Validation

At the end of the session, a multiple-choice questionnaire verifies the correct acquisition of skills.

Sanction

A certificate will be issued to each trainee who completes the course.