

MICROSOFT ACCESS – BASIC TO INTERMEDIATE

Introduction:

This programme is a database tool used to store and manage data. ACCESS enables you to produce your own database, tailor made to suit your business's requirements.

Objective:

To give delegates the knowledge to create a working database that can be used to store the information a company or organisation collects, then reproduce it on the reports, invoices, confirmations, letters and summaries as required. This course is ideal for anyone who has to process large amounts of data and would like to do it quickly and effectively.

Programme Synopsis:

- Getting started
- Understanding the basics
- Toolbars & settings
- Planning your database
- Saving your database effectively
- Creating tables
- Formatting fields
- Working with data in tables
- Table relationships
- Creating Forms
- Dropdown lists and buttons
- Modifying Forms
- Working with data in forms
- Creating queries
- Modifying queries
- Viewing results
- Creating reports
- Modifying reports
- Printing reports
- Inserting pictures and images
- The help facility
- Useful hints and tips

Duration: Two (2) Days

Course Code: TSCACCESSBINT

Certification: Training Solutions 2000