

MICROSOFT ACCESS

Advanced

SUITABLE FOR

Delegates who have attended our 2-day Introduction course, or have achieved equivalent standards of confidence.

AIM OF THE COURSE

To be able to use and understand some of the more advanced features of Microsoft Access.

COURSE CONTENT

- Creating & Running More Complex Queries & Filters
- Linking Tables With Relationships
- Creating Forms To Enhance The Database
- Creating & Printing Report Information
- Creating Basic Macros & Command Buttons
- Creating Macros with Conditions

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 3 days
- Post course support is available.
- Full course notes and shortcuts are provided to each attendee at the beginning of their course, to keep for future reference.
- We are more than happy to tailor our courses to suit the requirements of your organisation, should the above content not fully meet your requirements.