MICROSOFT ACCESS
Introduction

THE TRAINING HOUSE
training-house.co.uk
enquiries@training-house.co.uk
07753558105

SUITABLE FOR Delegates who have no existing knowledge of Microsoft Access, but would like to know how to create and use a simple database.

AIM OF THE COURSE To introduce the basic concepts of using Microsoft Access, and how to set up a simple database.

COURSE CONTENT

- Understand Database Concepts & Basic Terminology
- Understand the Access Screen Layout
- Creating & Amending Tables (Including Field Types & Options)
- Entering, Amending & Deleting Data
- Creating & Running Basic Queries & Filters
- Creating Basic Reports Using the Wizard

FURTHER INFORMATION

- On completion of the above course, each delegate will be awarded a course certificate.
- Course duration: 2 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.