

Course: Microsoft Access Workshop

Duration – One Day

Course Contents:

<p>Introduction to Databases Database concepts Database layout Creating a new database Opening a database</p>	<p>Working with Tables Sorting the Table Deleting a Table Table Layout Changes</p>
<p>Tables Creating Tables Using the Table Wizard Creating Tables in the Design View Data Types Field Properties Data Entry Problems Moving and Copying Records</p>	<p>Queries The Simple Query Wizard The Design View Modifying the Query Using Basic Criteria Additional Criteria Parameters Multiple Object Queries</p>
<p>Types Of Query The Crosstab Query The Make Table Query The Append Query The Update Query</p>	<p>Reports Reports. AutoReport The Report Wizard Creating a Report With Calculated Totals. Using the Label Wizard Modifying and Redesigning The Report.</p>
<p>Customising Forms Forms. Using AutoForm Creating A New Form Using the Form Wizard Creating A Form With A Subform. Modifying And Redesigning The Form</p>	<p>Macros Simple Macros Autoexec Macro</p>
<p>Switchboards Creating a Switchboard Editing a Switchboard</p>	

Cost: The fee for the course is fully inclusive of certificate, student manual, lunch and refreshments throughout the day.

Support: Each trainee will receive six months free telephone support after the course. This is available during office hours.