

IT: Microsoft Access for Beginners

Course duration: 1 day

Who should attend:

This course is valuable for anyone who has never used Access or who is an occasional user wanting to learn more

Previous knowledge required:

An understanding of Windows

Course benefits:

To bring beginning users to a level of competence that allows them to use Access in their everyday work.

What you will learn:

Screen layout	
Terminology	
What is a database	
	How Access is set up
Wizards and Magic	
Working with tables	
Creating tables	
Using select queries	
Using the Report Wizard	
Creating forms	
Relationships between tables	