

Access Basics (full day)

Level 1.0 beginners

Course outline

Access Basics (full day) is an ideal course for beginners or people who are inexperienced with Access who wish to be able to create and maintain a complete database using correct techniques. If you have never used Microsoft Access before, this course will help you understand how Access databases work and includes many exercises to help you become fluent and comfortable with Access. The skills covered in this course are sufficient for basic Access use in the corporate environment.

Course duration

Full day (9am to 4pm)

Covered in this course

Subjects covered in this course include:

- Creating a new database from scratch
- Using the data table to set up your fields
- Sorting and filtering data
- Understanding query criteria
- Controlling and formatting forms
- Running reports
- Building an instructions area
- Importing Excel data into your database
- Understanding how Access saves data
- Creating database queries
- Creating forms
- Creating reports
- Putting it all together
- Setting up a control panel

and much more including our T7 Tips and Tricks section.

Is this course for me?

This course is ideal for people who want to be comfortable creating and maintaining Access databases using correct techniques. This course is also ideal for those who are currently using Excel to store their data and wish to have the extra capacities and convenience of storing their data in Access..

This program is ideal both for self-taught people who want to learn correct and time-saving techniques with Microsoft Access as well as those with no Microsoft Access experience at all.

Versions available

The **Access Basics** course is available for **Microsoft Access 2007** and **Microsoft Access 2010**.

T7 Training Systems

For bookings or enquiries, contact:

www.OnsiteTrainingCourses.com.au

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