

Microsoft Access Introduction/Intermediate

Access is a relational database management system. Access allows you to create and manage relational databases by providing tools to make it easier to enter and update data, analyse data and quickly present information in sophisticated reports, particularly when dealing with large amounts of data.

Designed for

Those who want to create databases that are:

- ▶ efficient and have data integrity
- ▶ easier to manage than paper files
- ▶ presented using a graphical user interface
- ▶ user friendly
- ▶ easily shared with others on a network
- ▶ able to be modified as your requirements grow or change

Course Topics

- ▶ Database concepts
- ▶ Introduction to Access
- ▶ Planning and designing a database
- ▶ Creating a new database
- ▶ Creating tables to store data
- ▶ Setting field properties
- ▶ Creating table relationships
- ▶ Entering and viewing data in tables
- ▶ Analysing data using queries
- ▶ Using selection criteria in queries
- ▶ Creating calculated fields in queries
- ▶ Creating forms to view and edit data
- ▶ Editing data using forms
- ▶ Customising forms
- ▶ Working with reports

Prerequisites Familiarity with Windows Office environment and preferably Intermediate Excel Skills

Duration 2 Days (9am – 4pm)

Investment \$555

Assessment methods This course is aligned to Nationally Recognised Training through the Business Services Package. Assessments are available to those who wish to gain a Statement of Attainment.



For more information or for a tailored proposal please contact TP human capital on 4772 3800

