

MICROSOFT ACCESS – USER COURSE OUTLINE

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| APPLICATION | MICROSOFT ACCESS |
| LEVEL | USER |
| DURATION | ONE DAY |
| WHO SHOULD ATTEND | This course has been specifically designed for users of an Access database, who need to learn how to enter, query and print data effectively, but not necessarily understand topics such as database structure and table definition. This course will not provide delegates with the skills required to build applications. |

OBJECTIVES

At the end of the course the delegate will be able to:

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| Screen Layout | understand and navigate around the Access screen and Database Window |
| Tables | use Datasheet view to display sort and enter data, use Find and Replace, use Filters to display specific sets of data |
| Forms | enter data through a Form, edit and delete data |
| Select Queries | create single and multi table queries, sort query data, use AND and OR criteria, hide and show fields |
| Reports | Create reports using the Report Wizards, use Design Mode to customise reports |