

## ONE DAY COURSE OUTLINE

### ACCESS BASICS

---

#### **Prerequisites:**

This course assumes little of no knowledge of the software.

#### **Overview:**

The skills and knowledge acquired in **Access Basics** are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

#### **Learning Outcomes:**

At the completion of this course, you should be able to:

- n Understand how Access is used and how to navigate around it.
- n Design a database with lookup tables
- n Create a database structure using Access
- n Modify the structure of an existing table
- n Add records to a new table
- n Add transactional records to a lookup database
- n Work with the records in a database table
- n Sort and filter records in a table
- n Create simple and effective queries
- n Create meaningful reports from tables
- n Create and use forms

#### **Investment:**

- n Experienced facilitator
- n Interactive, practical and hands on learning
- n Comprehensive take-home training and reference manual
- n Certificate of Attendance for participants
- n Morning & afternoon refreshments
- n Post course help

#### **Further Development**

Access Intermediate