



Hands-on Computer Training! Microsoft Access

Course Length: 6 hours (usually one three-hour morning or afternoon session)

Price: \$175

Prerequisites: Familiarity with PC file management and Windows.

Description: This course introduces you to using Microsoft Access as a database management tool.

Outline:

- **Create and Manage a Database**
 - Create a New Database
 - Manage Relationships and Keys
 - Navigate through a Database
 - Protect and Maintain a Database
 - Print and Export a Database
- **Build Tables**
 - Create a Table
 - Format a Table
 - Manage Records
 - Create and Modify Fields
- **Create Queries**
 - Create a Query
 - Modify a Query
 - Utilize Calculated Fields and Grouping within a Query
- **Create Forms**
 - Create a Form
 - Set Form Controls
 - Format a Form
- **Create Reports**
 - Create a Report
 - Set Report Controls
 - Format a Report

Other training options include: Corporate training in our classroom or your site and Individual training at your home or office. Prices will vary for the different options.