

I.T. Training

Microsoft Access for Small Businesses 1

Content

Aimed at people who want to use Access to help them manage their business data.



Covering some of the basics that can be used to build a flat file database, this course will show you how to create a Table to store data, Forms to enter data into your database and how to create Queries, Sorts and Filters to interigate your data

Ideal for people who have little or no experience of Access, and would like to understand how it could be used more in business.

This course will cover the following subjects:

Access for Small Businesses 1

- Understanding and Creating a Database
- Creating a Table
- Understanding Field Names and Data Types
- Adding Data
- Creating Data Forms
- Filtering and Sorting Data
- Creating Select Queries
- Printing Query Results

Linked Courses

Access for Small Businesses 2

Excel for Small Businesses 1 and 2

Publisher 2007 Levels 1 and 2

Microsoft Word Small Businesses 1and 2

Personal Outcome

Increase knowledge of Microsoft Access, be able to produce and know when it is appropriate to produce a database, understand and be able to use a Tables, Queries, Sorts, Filters and Forms.

Duration: ½ day