

**Course:** Access

**Level:** Intermediate

**Duration:** 10 hours (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

**Suitable for:**

Individuals who already have a basic knowledge of this software or those who wish to transfer their skills from any other database package.

**Pre-requisites:**

Access Beginners course or similar..

**Course objectives:**

To teach the more in depth features of this database package for work or home use.

**Benefits:**

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace with flexible study times in your own home

**Syllabus includes:**

- Creating a New Blank Database.
- Creating a New Database based on an Existing Database.
- Creating a New Database from a Template.
- Database Design.
- Creating a Table in Design View.
- Creating a Table using the Table Wizard.
- Copying & Deleting a Table.
- Modifying Table Layout.
- Editing Fields in Design View.
- Creating a Form in Design View.
- Basic Skills for Modifying Forms.
- Selecting Objects in Forms.
- Displaying & Resizing Form Sections.
- Creating & Deleting Controls.
- Resizing & Moving Controls.
- Aligning & Spacing Controls.
- Text & Background Formatting.
- Format Painter.
- AutoFormat.
- Tab Order.

**Suitable follow on courses:**

Access 2010 Advanced courses

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