

**Course:** Access

**Level:** Beginner

**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:**

Knowledge of Windows.

**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:**

- Before You Start.
- Starting with Access.
- Menus & Toolbars.
- Opening & Closing a Database.
- Understanding Databases.
- Working with Windows & Views.
- Navigating a Database.
- Using the Help System.
- Editing & Saving Records.
- Adding Records.
- Deleting Records.
- Sorting Records.
- Filtering Records.
- Previewing & Printing Database Objects.
- Introduction to Forms.
- Creating a Form using AutoForm.
- Creating a Form using the Form Wizard.
- Introduction to Reports.
- Creating a Report using AutoReport.
- Creating a Report using the Report Wizard.
- Introduction to Queries.
- Creating Select Queries.
- Make-Table & Append Queries.
- Queries Based on More Than One Table.
- Update & Delete Queries.
- Copying a Database.
- Compacting & Repairing a Database.

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**Suitable follow on courses:**

Access 2010 Intermediate courses