



# Access Basics

# Course Content

## General Outline

This course concentrates on the basics in creating, editing and formatting a database. The simple meanings of database terms, are first covered, then you are taken through the planning process in setting up a database, and then how to set it up in Access.

Creating and formatting forms and reports, as well as their uses and applications, are covered. Queries, what they are, and how they work, are then covered in a number of exercises, including creating basic and more advanced examples.

## Major Skills Covered

- ◆ Describe the Access screen and how it works
- ◆ Plan a database
- ◆ Create tables, define fields
- ◆ Create and format forms
- ◆ Enter data to create records
- ◆ Import data from other applications
- ◆ Find and sort data
- ◆ Create and format reports
- ◆ Create and apply simple queries
- ◆ Link tables and form relationships
- ◆ Perform mail merges with MS Word

## Client Reviews

"Able to work at own pace. Great visuals."  
**Deirdre, Office Manager; Advanced**

"I was impressed by the straightforwardness of the program."  
**Rob, Defence; Advanced**

"The possibilities for MS Access were revealed!"  
**Mark, Electronics Technician; Intermediate**

"The layout of the training room was great. What I've learnt this day has created further opportunities for my career."  
**Chris, Tech Officer; Introduction**



## Delivery, Duration & Rate

- ◆ 1 day public course, OR  
3 x 1-hour online OR  
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:  
[classtraining.com.au/  
coursedates/cat-6-access/](http://classtraining.com.au/coursedates/cat-6-access/)

## Prerequisites

No experience in Access is required. Attendees should be familiar with using a Windows PC.

## Public Course Includes\*

- ◆ Use of a computer for hands-on exercises.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

\* Inquire re details.

## Dates + Bookings

- ◆ Phone us on **(02) 6041 2711**
- ◆ Email us at:  
[office@classtraining.com.au](mailto:office@classtraining.com.au)
- ◆ View dates and book online at:  
[classtraining.com.au/  
coursedates/](http://classtraining.com.au/coursedates/)