



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. You'll learn all about **queries**, what they are, and how they work.

You'll definitely come away with lots of great ideas for your database.

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, sort and filter data.
- ◆ Create and format reports.
- ◆ Create and apply simple queries.
- ◆ Link tables and form relationships.

Client Reviews

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

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

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

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

"Mark explained the concepts easily and concisely. I now have a better understanding of how to create databases"
Jane, Engineering Support



Delivery & Duration

- ◆ 1 day public course, **OR**
2 x 1½-hour online sessions **OR**
Closed / Onsite (inquire)
- ◆ For rates and dates, visit:
[classtraining.com.au/
coursedates/5-access-basics/](http://classtraining.com.au/coursedates/5-access-basics/)

Prerequisites

No experience with Access is assumed nor required.

Public Course Includes*

- ◆ Computer for hands-on skills.
- ◆ Extensive training manual.
- ◆ Refreshments.
- ◆ Certificate of attendance.
- ◆ After-course support.
- ◆ Free refresher course.

* Inquire re details.

Online Sessions Include

- ◆ PDF workbook of instructions.
- ◆ Interactivity: ask your questions.
- ◆ Access to recording of session.
- ◆ After-course support.

How to Book

- ◆ Phone: **(02) 6041 2711**
- ◆ Email:
office@classtraining.com.au
- ◆ Book online:
[classtraining.com.au/
coursedates/5-access-basics/](http://classtraining.com.au/coursedates/5-access-basics/)

