



### Course Prerequisites

This is a beginner course in Access. It is designed for those who have little or no experience of the application. This course will start Access from the very start. If you have previously used Access and are proficient in the course content then you may wish to consider doing an Intermediate level course.

### D.T.I. Courses

- Excel 2003 or 2007
- Word 2003 or 2007
- PowerPoint 2003 or 2007
- Access 2003 or 2007
- Project 2003 or 2007
- Outlook 2003 or 2007
- Communication in Business
- Presentation Skills
- Time Management
- Team Building
- Basic I.T. Skills
- Train The Trainer

## Microsoft Access Core Level

Microsoft Access is a powerful application which allows the user to store and manipulate large amounts of data. At the end of this course you will be able to create a basic database and understand and use Tables, Queries, Forms & reports within a database.

The course will specifically cover the following areas:

- Understand the concept of a Database including relational databases and referential integrity.
- Understand concepts such as Primary Key and Index.
- Understand the difference between fields, Records and Tables.

#### Tables

- Create and edit a table within a database

#### Queries

- Create a basic query
- Set query criteria
- Create queries from several data tables

#### Forms

- Create a basic form for inputting data
- Edit the design of a form
- Format parts of a form
- Search a database using a form
- Print a form

#### Reports

- Create a basic report
- Group data within a report
- Format and edit a report

*Each participant will have use of an individual computer and will receive notes and exercise files on CD at the end of the course*

#### Course Details

*1 Day Course  
Start Time: 9:30am  
Finish Time: 4:30pm*

