

Microsoft Access - Beginning

This is an introduction to Access database software. Plan, create, edit, save, print and manage data; modify a database structure; relate tables; find, filter, query and sort data in tables; create forms and reports.

What You Will Learn

- Introduction to Access database software
- Plan, create, edit, save, print and manage data
- Modify a database structure
- Relate tables
- Find, filter, query and sort data in tables
- Create forms and reports.

Who Should Attend

Learners who need to acquire Microsoft Access database processing skills and utilize a microcomputer as a database manager.

Prerequisites:

- Working knowledge of Microsoft Windows (computer literacy, proficiency with a mouse)
- Experience sending and receiving email; moderate skills using the net