



Microsoft Access 2003 - Intro A One Day Training Course

Course Aims:

Access 2003 is the latest version of Microsoft's hugely popular relational database management system. Not everyone needs to create and design a database, so our Level 1 course is suited to those who use a database.

Course Outline:

- Database basics
- Designing a database.
- Relationships.
- Data entry and editing.
- Basic queries and criteria.
- Linked and Summary queries.
- Calculated and Parameter queries.
- Creating Forms.
- Designing reports.

Target Audience:

Basic users with little or no knowledge of databases that need to use Access 2003 to store and retrieve data. Delegates will be shown how to complete the basic tasks of relational database management, such as data entry, queries and producing reports.

Assumed Knowledge:

Delegates should have a good understanding of Windows and, preferably, one other application such as Word or Excel to Level 1.