



## Microsoft Access Advanced

### Course Objectives:

This course is designed to give you the more advanced functions of Access to enable you to work quicker and smarter.

### Course Content:

Topics covered on this course include:

- Building a relational database
- Forms – Advanced functions
- Queries – Advanced functions
- Reports – Advanced functions

### Who Should Attend?

Those who have a good understanding of Microsoft Access or those who attended the Intermediate course.

On completion of the course, delegates will receive a Certificate of Attendance.

**Duration:** 1 day

