



Microsoft Access Introduction

Course Objectives:

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

Who Should Attend?

New users, self-taught users or those with very limited knowledge of Microsoft Access.

Course Content:

Topics covered on this course include:

- Tables
- Forms
- Queries
- Reports
- Additional database features

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

Duration: 1 day

