

Course Fee: \$229 + GST

Course Duration: 6 hrs (2 half days)

## Course Objective

This course is designed to introduce the Learner to the basic database design principles to display the information contained within the database. Upon completion of this course, you should be able to:

- Open, close and navigate an Access database
- Open and navigate Tables, Queries, Forms & Reports
- Add, replace, edit, delete and find records
- Add and delete fields from a table
- Create a Table
- Create basic filters
- Create basic queries and set criteria
- Create a basic form
- Create a basic report

## Prerequisites

The Learners must have a working knowledge of a Microsoft Windows operating system and have keyboard and mouse skills.

## Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

***We provide manuals with each course with practice exercises and free support on information covered in the course.***

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