

# Microsoft Access – Part 1

Database Essentials, Design Concepts and Analysis

## *Course Description*

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The main objective of this course is to introduce you to the commands and capabilities of Microsoft Office Access. It is designed for computer users who are new to databases who want to gain a thorough understanding of the world's most popular small database software. This course will cover the essentials items of database creation.

**Course Fee: \$599 +GST Course Duration: 12 hrs**

## *Basic Skills Checklist*

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The following list summarizes skills that students will be comfortable with after this course.

- Identify parts of the Access screen
- Define fields, data types and tables
- Create a table using Design View
- Insert, delete and modify data in a table
- Add, modify and remove primary key fields
- Insert, modify and delete a field
- Add a total row to a table
- Save database items in a variety of file formats
- Import or export data from or to other applications
- Find and replace data using exact or partial matches and wildcard searches
- Sort and filter data
- Create, save, close or run a query using the wizard or in Design View
- Create query criteria using comparison, wildcard, and or operators, or calculated fields
- Change field properties

## *Course Prerequisites*

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The course assumes that students are knowledgeable of and comfortable using a computer. A strong knowledge of Microsoft Excel is also recommended.

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