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# Microsoft Access

## Basics & Data Entry

**Introduction** Microsoft Access is one of the world's most popular desktop database programs and takes full advantage of the Windows environment.

**Objectives** A basic introduction the main Access features and working with existing databases. The knowledge gained will enable students to become immediately effective on their return to the office.

**Designed for** New users of Access who will use Access databases regularly but not create new ones. Participants should have attended our "Introduction to Windows" course or attained a similar level of proficiency.

**Duration** One day

**Topics** Introduction and Terminology  
Database overview  
What is a table?  
Relationships between tables  
Table Wizard  
Creating new tables  
Relating Tables  
Data Entry  
Adding new data  
Editing and deleting data  
Finding a record  
Sorting records  
Filtering records  
Form Wizard  
Creating forms  
Viewing data  
Using command buttons  
Query Wizard  
Creating select and summary queries  
Running action queries  
Running parameter queries  
Report Wizard  
Grouped reports  
Summary reports  
Mail-merge and labels

**Follow-up** Microsoft Access Intermediate – 1 day

*Imagine what you'll know tomorrow...*





**For more information call**

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