Training Center Location   10801 Lomas Blvd NE, Suite 102
Mailing Address   PO Box 36317 Albuquerque, NM 87176
Phone: 505-884-9605

Microsoft Access Introduction

COURSE DESCRIPTION

Microsoft Access is a graphically oriented relational database system designed to run in Microsoft Windows. It contains powerful yet easy to use reporting and calculation capabilities and has design tools that allow the creation of publication quality documents. This course will introduce the student to features of Microsoft Access. In order that each participant is able to use a computer the class size is limited.

SPECIFIC TOPICS COVERED

Operating Access
The concepts of data base design and field types
Creating data file and data entry screens
Entering and editing data
Designing and printing reports and mailing labels
Sorting data files
Using select queries to extract records
Calculating with queries
Creating and editing graphs
Using the Report and Form Wizards

CLASS DAYS

This class is scheduled over a two-day period

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Microsoft Access Intermediate

COURSE DESCRIPTION

Microsoft Access is a visually oriented and sophisticated data base manager that uses the full power of the Windows environment. Microsoft Access can automate almost any record keeping procedures. This class will continue the introduction class and will cover the more advanced methods in Access. The course will cover working with multiple data files and creating complex queries and reports. The participant will learn how to create a functional database application. In order that each participant be able to use a computer the class size is limited.

SPECIFIC TOPICS COVERED

The concepts of database design with multiple tables
Linking data files with queries
Using referential integrity
Creating lookup tables.
Putting buttons, combo boxes, and check boxes on forms
Using calculations in forms, queries, and reports
Performing data file operations with queries
Using parameters in queries
Creating a main menu form
Creating Access macros
Putting database objects together into an application.

CLASS DAYS

This class is scheduled over at three-day period.

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