

Training Center Location  
Mailing Address  
Phone:

10801 Lomas Blvd NE, Suite 102  
PO Box 36317 Albuquerque, NM 87176  
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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