

McMillan Bird

Access Workshop 1

Duration: 1 day

Course Aim:

This course is an introductory course to Access and is designed to teach new users the basics about creating and managing an Access database.

Learning Outcomes

At the completion of this course participants will be able to:

- Create a single table database
- Add, update and delete records
- Create simple and complex queries to retrieve data
- Build a simple form for data entry
- Create summary and detailed reports

Training