

Microsoft Access Office 365, 2013, 2016 Introduction

📌 Course Aim:

The aim of this training course is to provide clients with the necessary skills required to produce professional Database using Microsoft Access incorporating various practical solutions to creating and designing database for small to medium sized business. Microsoft Access is one of the most powerful applications in the MS office suite however most offices don't utilise its capabilities.

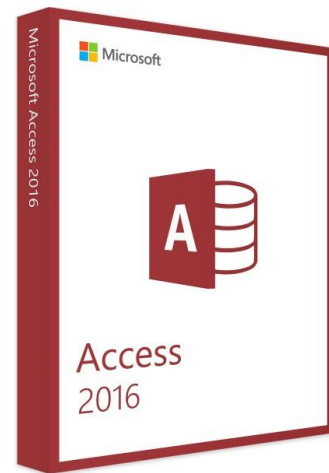
📌 Client Profile:

It is important that each client has previous experience and a basic working knowledge of any one of the following Microsoft Word, Excel, ACT or SAP.

Ideally each client would have access to a computer system where Microsoft Access available to maximise learning post training.

📌 Course Outline:

- Introduction
- Database fundamentals
- Understanding Tables, Queries,
- Understanding Forms and Reports
- Creating tables
- Building Basic Queries
- Understanding query types
- Sort and Filter records
- Creating a Form
- Inputting data using a form
- The form wizard
- Reports
- The Report wizard
- Grouping and sorting
- Creating Summaries



📌 Course Location:

Killarney | Macroom | Cork City

📌 Course Duration:

1 Full Day. Please contact Island Computers for more details.