



Microsoft Access

Use Microsoft Access 2007 for basic database storage and information management. This hands-on look at Microsoft's database management system teaches you how to use Access 2007, create queries and organise your information into meaningful reports.

Designed for

Beginners and those who want to take the next step.

Course outcomes & benefits

Practical examples enhance the learning experience. Books and files given to participants offer a ready reference for future use. Participants learn to build a relational database, prepare professional reports and query the database. The Access 2007 database is also used for mail merge in Word as well as for transferring data between Excel and Access. As time permits, creating advanced forms and queries will be experienced.

Course content

- Database Essentials
- Create Flat-file Database
- Queries by Example
- Reports
- Calculated Fields
- Relational Database Design
- Queries and Reports with a Relational Database
- Summary Reports with a Relational Database
- Mail Merge with Word
- Export data to Excel and Import data from Excel
- Create Basic Forms
- Split Form and Subform
- Crosstab Query
- Sub Query
- Save Filter as a Query
- Append Query
- Make Table Query
- Update Query
- Delete Query
- Create PivotTable Forms and Use PivotTable Tools

Duration & course dates

2 days 04 & 05 June
 26 & 27 November

Investment

\$725

Assessment

There is no assessment on this course.

Location

Level 2, 12-22 Rothschild Avenue, Rosebery NSW 2018

Program code ACB

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Learn4Life 12-22 Rothschild Avenue Rosebery NSW 2018 Australia

Telephone: 1800 727 640 Facsimile: 61 2 8117 2018 Email: learn4life@unsw.edu.au Web: www.learn4life.unsw.edu.au

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