

Microsoft Access Advanced Course Schedule

Unit Standard: 258881

Course Schedule

Relational database theory
Rules of normalization
Types of relationships
Using keys and indexes
Analysing unstructured data
Categorising data
Creating data fields
Data types
Relationship diagrams
Shaping data and constraining results
Comparison and logical operators
Using multiple tables
Queries and sub queries
Cross tab queries
SQL data

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per person: R990-00

In our training room or in your venue

*Assessment and moderation of submitted
POE's @ R150 pp*

Prerequisites: Candidates should be familiar with MS Access Intermediate

You will learn:

- About different types of data
- Standardising data values
- Relationships between data tables
- Using many tables

Candidates who successfully complete a Portfolio of Evidence will receive a certificate of competence and awarded credits for these unit standards.



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Media, Information and Communication Technologies
Sector Education and Training Authority

Accreditation no: ACC/2012/05/198

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