

# Microsoft Access Intermediate Course Schedule

Unit Standard: 117927

## Course Schedule

Developing a Work Plan  
Elements of a Work Plan  
Creating Database Tables and Data Entry Forms  
Changing Formats in a Form  
Adding a Header and Footer to a Form  
Rearranging Fields of the Form  
Saving a Data Entry Form  
Entering Data into a Database using a Form  
Deleting a Form  
Retrieving Information using Filtering  
Creating Filters  
Removing a Filter  
Queries  
Add and Remove a Field from a Query  
Hiding Fields within Queries  
Sorting Data in a Database Query  
Creating a Report for a Database Table  
Formatting Reports  
Modifying the Page Header and Footer  
Grouping Data in a Report  
Resizing Rows and Columns  
Saving and Deleting a Report  
Performing Advanced Printing Options  
Printing a Form  
Printing Query Results  
Preview and Print a Report

### 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 Introduction

### You will learn:

- About workplans
- Forms
- Filters
- Queries
- Reports and printing

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



**mictseta**

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Media, Information and Communication Technologies  
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