

Microsoft Access Introduction

Course Schedule

Unit Standard: 116936

Course Schedule

Introduction to Access
What is a Database, and why use it
Properties of a database
Forms, Queries, and Reports
Opening and saving a database
Working with Your Access Environment
Creating a database
Adding Records and Entering Data to an existing table
Closing database
Producing and editing database table
Saving a table
Changing the Width of a Column
Moving a Column
Deleting a table
Saving and closing the table
Entering data in a table
Adding Records and Entering Data
Editing Records
Deleting data from a table
Modifying tables
To Open an Existing Table
Adding and Rearranging Fields
To Change the Data Type for Existing Fields
Field Character Limits
Deleting a fields
Sorting and searching for records in a table
Filtering Records

ABOUT THIS COURSE:

Course Duration: 1 Day

Cost per person: R990-00

In our training room or in your venue

This course is designed for those who wish to gain the necessary skills to start using MS Access.

Assessment and moderation of submitted POE's @ R150 pp

Prerequisites: Candidates should be comfortable using a mouse and keyboard

You will learn:

- Use and purpose of MS Access
- About Databases
- Creating and editing databases
- Using Tables in a database

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

Accelerating quality skills towards an information savvy society

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