

Duration: 4 hours**Course level:** Introductory**Delivery method:** Online

Introduction

Although 21.5 million workers use technology as part of their jobs, only two in five have ever received any formal IT training.

The productivity benefits of IT are maximised if people have the right skills to use the packages available to them. This course will help users unlock the power of **Microsoft Access**.

Access XP is a database management program that makes it easy to store and find information, analyse data and create accurate reports.

Building on a basic understanding of database theory and planning, this course will explain how to create tables and populate them with data, organise information, use filters and sort data, create relationships between tables, and import data from other sources.

Who is the course for?

Access XP is ideal for anyone who needs to use Access to manage product stock, customer, or any other data, including administrative, specialist and customer service staff.

The easy-to-follow, step-by-step format is perfect for people who are completely new to Access, while the high level of detail will suit those who have a basic understanding but want to learn more about the different features and functions.

There aren't any formal entry requirements, but familiarity with spreadsheets and Windows-based packages is expected.

To get the most from this course access to **Microsoft Access** is advised. For a different version of Access, we also offer courses in **Access 2000** and **Access 2003**. To learn how to use databases for a variety of tasks in the office or at home, why not consider **ECDL 5 – Databases**, which can be used to work towards the ECDL qualification.

What will you get from this course?

When you have completed this course, you will be able to use **Access XP** to:

- create, modify and maintain simple business databases, like customer lists or inventory
- view, change or analyse business data through the use of different Access tools, like queries
- add, delete or change data using different features, like forms or tables
- organise, summarise and share data using reports and printing.

Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

Simple instructions guide you through a series of step-by-step, simulated activities and a number of consolidation tasks help you to practise what you have learnt. You are in control at all times, so you can work through the course at your own pace and focus on the modules you are most interested in, or least familiar with.

The course includes a number of exercises to test your understanding of the course content, as well as an online test on specific tasks within Access.

You can use this test as a diagnostic tool, to help you decide which modules you need to concentrate on before you start the course, or as an end-of-course assessment, to put your newly-acquired knowledge to the test.

Course modules

1. Access XP Basics

- Introducing Access
- Database Objects

2. Working with Tables

- Data Entry and Navigation
- Building Tables
- Modifying the Table Design
- Working with Records
- Importing Data
- Relational Databases

3. Working with Forms

- Creating Forms
- Modifying Forms
- Formatting Forms

4. Working with Queries

- Creating Queries
- Joining Tables
- Action and Crosstab Query

5. Working with Reports

- Creating Reports
- Printing Reports
- Modifying Reports

Other courses you might be interested in

- Microsoft Excel XP
- Microsoft Word XP
- Microsoft Project 2000

- ECDL 5 – Databases, Analysing Information
- Staying Afloat – A Guide to Cash Flow Financial Environment

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