



Microsoft Access

Duration : 30 Hours (Flexible)	Course Fees and Start Dates
Maximum Class Size : 8 <u>Students</u>	For the latest <u>start dates</u> and <u>course fees</u> visit www.edenhousecomputing.co.uk

With its fluent user interface and interactive design capabilities Microsoft Office Access lets you get started quickly with pre-built applications that you can modify or adapt to changing business needs. Collect/display/report information through forms, create tables to hold records, queries to pass or retrieve selected information and edit detailed reports that display sorted, filtered, and grouped information in a way that helps you make sense of the data for informed decision-making. Learn how to populate and maintain databases using various operations such as add records, append records, delete records...and more.

The study session will be supported by qualified teachers with set lessons. Students studying towards a Microsoft (MOS Certification) or the ECDL (European Computer Driving Licence) qualifications will find this course to provide excellent preparation for the respective modules. These are internationally recognized qualifications demonstrating that you have the skills needed to use the most common computer applications efficiently and productively.

- Great for your CV
- Ideal for Office Staff
- Maximum Class Size: 8 Students
- Course Duration: 30 Hours (Flexi-Time)
- Study Method: [Tutor Supported Interactive Sessions](#)
- Create your own timetable by choosing to attend any number of sessions per week until you have used up your 30 hours
- We have three daytime class time to choose from: Morning, Lunchtime or Afternoon. Each class is 3 hours in duration.

	Mon	Tue	Wed	Thu	Fri
09:00 - 12:00					
12:00 - 15:00					
15:00 - 18:00					

Basic / Intermediate MS Access – £150

For upcoming dates see www.edenhousecomputing.co.uk

To book your place, please contact us on ecd1@edenhouse.co.uk or call 0845 643 9 346



Database Software with "Microsoft-Access"

The primary objective of the course is to broaden a user's knowledge of MS Access.

Programme Developed For

Users with hands on experience in the PC environment and intermediate knowledge of Office 2003 applications. This course will broaden the student's knowledge leading towards an internationally recognised Qualification.

Prerequisites

A basic knowledge of using a personal computer in the Windows environment is an essential prerequisite for this course.

- Knowledge of personal computer fundamentals
- Experience in working within the Microsoft Windows environment
- A reasonable degree of keyboard proficiency
- Experience in using a mouse

Programme Focus

1. Understanding Databases
2. Using the Application
3. Tables
4. Retrieving Information
5. Objects
6. Outputs

Certification

Participation Certificate / ECDL®

Progression

- Microsoft Office Specialist (MOS),
- European Computer Driving Licence (ECDL),
- Advanced ECDL® Databases