

Microsoft Access Essentials

This course introduces participants to the basics of Microsoft Access and its features. It aims to familiarise participants to the Access interface and basic editing and formatting functions. Participants will also learn Access features such as using the Query, Reports, Forms and adding images.

→ Course Benefits

You will:

- o Be knowledgeable in MS Access
- o Be able to use the basic features of MS Access with ease
- o Be able to organise data more efficiently
- o Be able to create impressive and accurate reports

→ Course Duration

8 hours (1 day)

→ Course Outline

- MS Access Basics
- Table design
- Entering and editing table data
- File procedures
- Querying data
- Working with forms
- Working with reports

→ Certification

Certificate of achievement will be awarded upon completion of assessment.

→ Who Should Attend

All are welcome.



For more information, please contact: