

<b>MICROSOFT ACCESS INTRODUCTION (LEVEL 1)</b>		
This is a one day course on how to work in an existing database. <b>Prerequisite:</b> Excel Introduction.		
<b>ACCESS INTRODUCTION</b>		
	What Is Microsoft Access?	
	Parts Of An Access Database	
<b>STARTING AND EXITING MICROSOFT ACCESS</b>		
<b>MICROSOFT ACCESS WINDOW</b>		
<b>OPEN A DATABASE</b>		
<b>TABLES</b>		
	Capture A Record	
	Saving Data	
	Editing A Record	
	Deleting A Record	
	Viewing Data	
	Finding Records	
	Filtering Records	
	Sorting Records	
	Printing Records	
<b>FORMS</b>		
	Capture A Record In A Form	
	Editing A Record In A Form	
	View Records	
	Find Records	
	Filter Records	
<b>QUERIES</b>		
	What Is A Query	
	Create A Query	
	Save A Query	
	View Data In A Query	
	Edit A Query	
<b>REPORTS</b>		
	Viewing Reports	
	Printing A Report	
	Save A Report	

<b>MICROSOFT ACCESS INTERMEDIATE (LEVEL 2)</b>		
This is a one day course on how to create / design a database. <b>Prerequisite:</b> Delegates should attend an Access introduction course.		
<b>CREATING A DATABASE</b>		
	Design Your Database	
	Understanding Relational Databases	
	Create A Database	
<b>TABLES</b>		
<b>CREATING TABLES</b>		
	Creating A Table Using The Wizard	
	Creating A Table Without A Wizard	
<b>EDITING TABLE DESIGN</b>		
	Adding Fields	
	Rearranging Fields	
	Deleting Fields	
	Inserting Fields	
<b>SETTING UP RELATIONSHIPS</b>		
	Viewing Relationships	
	Editing Relationships	
	Delete A Relationship	
<b>FORMS</b>		
<b>CREATE A FORM</b>		
	Create A Form Using The Autoform Wizard	
	Create A Form Using The Form Wizard	
	Create a Form Without the Wizard	
<b>FORM PROPERTIES</b>		
<b>INSERTING A BOUND CONTROL</b>		
	Inserting a Text box	
	Inserting A List Box	
	Inserting A Combo Box	
	Inserting Check Boxes, Option and Toggle Buttons	
<b>INSERT UNBOUND CONTROLS</b>		
	Inserting A Command Button	
<b>INSERTING CALCULATED CONTROLS</b>		
<b>CONTROL PROPERTIES</b>		
<b>TAB ORDER</b>		
<b>ADDING HEADERS OR FOOTERS</b>		
<b>FORMATTING FORMS</b>		

<b>QUERIES</b>		
<b>WHAT IS A QUERY</b>		
<b>CREATE A QUERY</b>		
<b>SAVE A QUERY</b>		
<b>VIEWING THE RESULTS OF YOUR QUERY</b>		
<b>ADDING CALCULATED FIELDS TO THE QUERY</b>		
<b>CALCULATING TOTALS IN A QUERY</b>		
<b>SET QUERY PROPERTIES</b>		
<b>REPORTS</b>		
<b>AUTOREPORT</b>		
<b>REPORT WIZARD</b>		
<b>CREATE A REPORT WITHOUT A WIZARD</b>		
	Inserting a Bound control	
	Inserting a Text box	
	Insert Unbound Controls	
	Inserting Calculated Controls	
<b>CONTROL PROPERTIES</b>		
<b>ADDING HEADERS OR FOOTERS</b>		
<b>VIEWING A REPORT</b>		
<b>PRINTING A REPORT</b>		
<b>SAVE A REPORT</b>		
<b>IMPORTING DATA</b>		
	Inserting Data from External Source	
<b>SHARING THE DATABASE WITH OTHERS</b>		