



CenterPoint Solution, LLC

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MICROSOFT® ACCESS® - BEGINNING LEVEL

Course Description:

Students will learn basic access skills and work within an Access® database.

Who Should Take This Course:

Students who want to learn the basics of what an Access® database is and how to work with would benefit from this course.

Achieved Results:

The primary objective is to teach the basic skills necessary to use the Access® 2003 program including understanding database terminology, creating tables, queries, forms and reports.

Course Outline:

- Access® Overview
- Managing Data
- Establishing Table Relationships
- Creating Queries
- Designing Forms
- Creating Reports