



Skills for Business

Microsoft Access 2010 Advanced

Course Description

This course is designed for experienced Access users who want to learn how to use Access to its full potential, to build and maintain databases that will be used by others. Included in the course are the following elements:

- ◆ Queries
- ◆ Forms
- ◆ Reports
- ◆ Macros
- ◆ Linking Data
- ◆ Importing Data

Who Should Attend?

This courses is aimed at those who have already completed the Access Introduction and Intermediate courses and wish to build on their knowledge. To get the most from this course you should be designing and maintaining Access databases on a regular basis

What Do I Do Now?

For a more detailed Course Outline, or to arrange an in-house course for your company, please complete our Enquiry Form, call us on 01733 567262 or e-mail us at admin@vitaltraining.co.uk