

### Course Description

This popular two day course is designed for those new to Access and need to understand how to set up or use a database. Included in this course are the following elements:

- ◆ Database Concepts
- ◆ Opening a Database & Security Issues
- ◆ Tables, Fields & Field Types
- ◆ Table Navigation & Modification
- ◆ Field Properties
- ◆ Manipulating Tables & Records
- ◆ Primary Keys & Indexing
- ◆ Filtering
- ◆ Sorting
- ◆ Searching
- ◆ Relationships
- ◆ Forms

### Who Should Attend?

Anyone who wants to get started with Access or those who want to feel that they are not getting the most from the application. Delegates do not need to know anything about Access but should have a good working knowledge of MS Excel and Word

### 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](mailto:admin@vitaltraining.co.uk)