

Simple Databases Using Microsoft Access 2000

General Description	The skills and knowledge covered in this publication are sufficient to create single table databases for things such as customer lists, memberships, product catalogues, and the like.
Learning Outcomes	At the completion of this courseware participants will be able to: <ul style="list-style-type: none">• start Microsoft Access and work with the various windows and objects.• create a database file and a data table• navigate a table and edit and delete data• change the way that data in a table appears• sort and filter data in a table• create select queries and display data according to specified criteria• create and use forms which assist you working with your data• create and run reports from data in a table and in queries• use the help facility, manage data, and work safely with your computer.
Target Audience	This publication is designed primarily for people who need to know how to create simple data tables, forms, reports and queries and to create a simple database that is used for storage and retrieval of information. It deals with single table database files.
Prerequisites	This publication assumes little or no prior knowledge of Microsoft Access. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
Pages	120 pages
Approx* Duration	10.0 hours
Course Disk	Student files for this publication can be downloaded free of charge from our website at www.watsoniapublishing.com . Follow the student file links on the home page. The product code required to download these student files is INF115.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other publications for Microsoft Access 2000. Information regarding these can be obtained from our web site at www.watsoniapublishing.com .

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, April 06, 2004 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



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