

Microsoft Access 2000

Module 1

General Information

General Description:

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Access 2000 to create databases for storing and retrieving data and information.

Learning Outcomes:

At the completion of this courseware participants will be able to:

- work with database objects, menu commands and keyboard shortcuts
- understand the theory behind databases and be able to design an effective database
- create a relational database and set table relationships
- add and import records to a database table
- edit, delete and print records in a table
- create a lookup field
- select records using a query and create AND and OR queries
- create a calculated field and sue criteria in calculations
- create a parameter query and use a parameter in an expression
- create single table and linked forms
- create a single or multi table report, and create a report form a query
- create switchboards, menu items and menu forms
- understand the relevant health and safety issues relating to computer usage

Target Audience:

This course is intended for people who wish to create databases using Access 2000.

Prerequisites:

This course is designed for participants with little or no knowledge of the software.

Statistics:

17 chapters, and 138 pages.

Approx* Duration:

90 exercises. Anticipated duration* of 15 hours

Course Files:

Course files are available for this courseware and can be downloaded free of charge from **www.watsoniapublishing.com**.

Methodology:

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants create databases for storing and retrieving data and information.

Resource Sequence:

INF116 Microsoft Access 2000 Module 1
INF117 Microsoft Access 2000 Module 2

** Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

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