

Microsoft Access 2000 Level 1 (With Practice Extensions)

Product Code INF168

Series InFocus

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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 object, 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
- select records using a query and create AND and OR queries
- create single table and linked forms
- create a single or multi table report, and create a report from a query
- 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:

13 chapters, and 108 pages.

Approx* Duration:

66 exercises. Anticipated duration* of 11 hours
12 Practice Extensions

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:

INF168 Microsoft Access 2000 Level 1
INF169 Microsoft Access 2000 Level 2
INF170 Microsoft Access 2000 Level 3

** 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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