

## ONE DAY COURSE OUTLINE

### ACCESS 2002/2003 BASIC

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<b>Prerequisites</b>	Access Basics assumes little or no knowledge of the software. However it would be beneficial to have a general understanding of personal computers.
<b>Target Audience</b>	The course provides the learner with skills required to create a database and manipulate data to provide visible information.
<b>Learning Outcomes</b>	<p>At the completion of the course participants will be able to:</p> <ul style="list-style-type: none"><li>• Work in the Access environment</li><li>• Understand some elementary database theory</li><li>• Design and create a simple relational database</li><li>• Set table relationships in a database</li><li>• Add records</li><li>• Import data into an Access table from a variety of sources</li><li>• Work with records</li><li>• Create simple select queries using more than one table</li><li>• Create forms using the Form Wizard</li><li>• Create reports using the Report Wizard</li></ul>

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