



Microsoft Access - Intermediate

Aim of Program	This session will introduce participant to the intermediate components of Microsoft Access, with knowledge of how to manipulate data within a database with particular emphasis on data entry, extraction and the use of reports. It will also examine the structure of a relational database to provide efficient functionality and ease of accessing the data via Reports and Queries. It will also review more complex Queries, Forms, Switchboards and cover the formatting of Reports including the incorporation of calculations.
Program Structure	<p>In this session, participants will learn to:</p> <ul style="list-style-type: none">▶ Understand and apply complex relationships between tables▶ Export and Import a table to another program▶ Understand the complex components of table fields▶ Create complex queries e.g. parameter queries▶ Create equations in a query▶ Customise a form▶ Create a sub-form in a main form▶ Customise a report▶ Create macros in a database
Program Enrolment	The program is limited to 8 participants.
Program Duration	1 Day: 9:30am - 4:00pm
Pre-requisite	It is recommended that participants attending this session have attended the Microsoft Access - Introductory session or has a good knowledge on creating a simple database.
Facilitator	Andrew Chong, SATT Simple as that Training
Program Dates, Registration & Fee	Go to link below for Program Dates, Course Registration and Course Fees : http://www.westernhealth.org.au/EducationandResearch/Education/Pages/Courses-and-Inservices.aspx

Compassion Accountability Respect Excellence Safety

CENTRE FOR EDUCATION

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