



Microsoft Access - Introduction

Aim of Program	This 2 -Day session will introduce participants on the basic use of the program Microsoft Access. The session introduces participants to the main Access components: tables, queries, forms, and reports. Participants will learn to design a new database by first creating a table, and adding data, and then create queries, forms and reports to enhance the database. The session is highly interactive and will encourage all delegates to join in, to enhance their own learning process and understand how this application can be applied into their business workplace.
Program Structure	In this session, participants will learn to: <ul style="list-style-type: none"> ▶ Understand the concept of a database ▶ Create a table ▶ Understand the basic components of table fields ▶ Perform some data entry into a table ▶ Perform a simple query from a table ▶ Create queries onto the database ▶ Create forms onto the database ▶ Create reports onto the database ▶ Create a simple mail merge and mailing labels ▶ Learn to design and create a database ▶ Understand and apply relationships between tables
Program Enrolment	The program is limited to 8 participants.
Program Duration	2 Days: 9:30am - 4:00pm
Pre-requisite	It is recommended that participants attending this session must have a strong working knowledge of computers and the basic understanding of Microsoft Excel.
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