

business solutions @ northbrook

IMPROVE YOUR SKILLS IN MICROSOFT ACCESS

Business Solutions @ Northbrook

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Microsoft Access is an extremely versatile and powerful tool for building robust databases with relatively little effort but can seem daunting to the inexperienced eye. Whether you're a total novice, seasoned user or expert looking for a few extra hints and tips for professional database design, Business Solutions @ Northbrook have the workshop you need.

Who is this course for?

This workshop provides an easy way to understand the basic principles of the Access Database program.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; its for this reason that we're happy to customise this workshop for individual employers and ensure flexible delivery, either on your premises or at Northbrook College (A company costing will be provided once your training needs are finalised).

What do I gain on completion?

Upon completion of this half day workshop you will receive a Northbrook College Certificate of Attendance, easy to follow handouts, and enough knowledge to proceed and progress onto other workshops and IT courses. Oh, and don't worry - there are no examinations or assessments on this course!

Do I need any experience?

There are no entry requirements for this course.

What are the specific details?

> **Duration**
Half day, 3 hours

> **Dates Available**
For the latest workshop dates please check out our website or call our Customer Services team who will be happy to help.

> **Venue**
Will be confirmed upon booking (if advance notice is required, please call our Customer Services team)

> **Cost**
£50 per person, per workshop*
* Group rates may apply

For further information, enrolment, or to arrange a free visit from one of our Business Training Advisers to discuss eligibility and options open to you and your staff, please contact the Business Solutions @ Northbrook team via one of the methods at the top right of this page.



What will I learn on this course?

This workshop will cover:

- > The 2003 / 2007 Layout
- > Creating tables
- > Creating forms
- > Table relationships
- > 2003 / 2007 Reports Layout
- > Creating reports
- > **2007 versions only:**
 - > 2007 Exporting Data Layout
 - > Creating PDFs
 - > Export to Excel
 - > Creating XML
 - > Collecting data by Email