

INTRODUCTION TO MICROSOFT ACCESS

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.

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

Do I need any experience?

No, there are no entry requirements for this course.

What if I can't fit it in?

The Business Solutions @ Northbrook team understand how hectic life can be sometimes; it's 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 will I gain from this course?

Upon completion of this 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.



What will I learn on this course?

This workshop will cover:

- > Create a database and a single table
- > Add records
- > Filter, sort and print
- > Create a simple data entry form to enter further records
- > Create a simple report

What are the specific details?

Price	£75.00
Duration	3 hours

For the latest course information including dates, please visit our website and select 'Our Training' from the top right of the page:

www.northbrook.ac.uk/BusinessSolutions

How do I enrol or get further information?

For further information, or enrolment, please contact the Business Solutions @ Northbrook team on:

☎ (01903) 606 114

✉ business.solutions@nbcoll.ac.uk

🌐 www.northbrook.ac.uk/BusinessSolutions

📍 Business Solutions @ Northbrook, 17 Liverpool Gardens, Worthing, West Sussex, BN11 1RY