

## Getting the most out of a Microsoft Access Database

### Target Audience

This one day course is aimed at end users who do not wish to build a database, but rather to use an existing one.

### Course Details

This is a structured course with expert tuition, demonstrations and hands on practice. A training manual or reference guide and appropriate exercises are provided.

### Course Objectives

- To enable the user to add and modify data in a database
- To retrieve information using tools and queries effectively
- To use the data in a database to perform a mail merge
- To print reports

### Course Content

- Introducing a database
- The terminology
- Using forms or tables to input and modify data
- Understanding views
- Finding and managing records
- Sorting and filtering
- Retrieving information from the database using different types of query; select queries, action queries
- Writing reports
- Mail merge
- Saving, deleting and printing
- Useful TIPS and SHORTCUTS