

Centre for Continuing Education

Microsoft Access 2003 – introduction

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General Course Information

- General Description:** The skills and knowledge covered in this course are sufficient to create real-world database applications that collect data, permit data to be queried, produce reports and display information in forms.
- Learning Outcomes:** At the completion of this courseware participants will be able to:
- start and exit Access and understand how Access works
 - understand some elementary database theory.
 - design a database structure
 - create relational databases
 - set table relationships in a database
 - add records to a relational database
 - import data into an Access table from a variety of sources
 - work with records in a relational database
 - create simple queries using more than one table
 - create select queries for a relational database
 - create forms using the Form Wizard
 - create reports using the Report Wizard
 - access the computer's help system and safely work with a computer.
- Target Audience:** This course is primarily designed for people who need to know how to use Microsoft Access to create databases. It is ideal for people who work in a variety of tasks and occupations where the assembly and collection of data is important.
- Prerequisites:** This course assumes no prior knowledge of Microsoft Access. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
- Methodology:** A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
- Course Material & Lunch:** A comprehensive training manual and a light lunch is included. Please advise in advance any specific dietary requirements.

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NB A light lunch is provided with this course.

THE TRAINER: Gwyneth has worked for a number of years as a business administrator, with clients throughout the government, tertiary and private sector. This has included both individual and group training in IT from basic through to advanced levels.

COURSE LOCATION: The venue for this course can be found on your tax invoice/receipt under "Course Information". Please allow sufficient time to locate your course venue.

Important: Please be aware there is no free parking on the ANU campus during business hours Monday to Friday. A one-day parking permit may be purchased from the CCE Office (in the Fulton Muir Building) but can only be used in the PERMIT PARKING areas as indicated on your map. However, parking spots are often difficult to find and arrival prior to 9am on the day of your course is advisable if you require parking.

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