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*Discover
yourself...*

WE SPECIALISE IN

NATIONALLY RECOGNISED CERTIFICATES

- Certificate II in Business
- Certificate III in Business
 - Administration
 - Sales
 - Record Keeping
 - Frontline Management
- Certificate IV in Business
 - Administration
 - Marketing
 - Human Resources
 - Frontline Management

COMPUTER TRAINING

- Microsoft Office
- MYOB

PROFESSIONAL DEVELOPMENT

- It's Not Just a Job
- Exceptional Customer Service
- Telephone Etiquette
- Organisational Skills
- Winning Teams
- Communication in Business
- Excellence in Training
- Team Leadership

Discover us...

WHO ARE WE?

- Nationally Recognised Provider # 0653
- A division of the TOP Office Group of Companies
- Established 1989
- Queensland Owned Family Business

Microsoft Access (Basic)

TRAINING DELIVERY MODE

E-Learning – Workshop – Customised Training

LENGTH OF STUDY

30 Hours with a maximum 2 months access to training program and support.

Training Workshop: 8 hours

Customised Training: 6 – 8 hours (tailored to suit specific requirements either on-site or at our Training Academy)

COURSE OBJECTIVE

After completing this course, participants should be able to:

- Operate the keyboard, mouse and a range of function keys
- Know how to use the commands, and shortcut keys to operate the program efficiently
- Demonstrate knowledge relating to terminology, concepts and ideas relevant to the program
- Create simple tables and forms from information supplied and know the underlying concepts behind their creation
- Run simple queries and reports acceptable to an office situation

COURSE PRE-REQUISITES

- Basic knowledge of the operating system (such as Windows 98, XP)
- Basic computer terminology (creating files, folders / directories, mouse, keyboard)

E-Learning Pre-Requisites:

- PC installed with Windows 98 (2nd edition) operating system (minimum) and internet connection (please note that alternative arrangements can be made if there is no internet connection available)

COURSE OUTLINE

- Introducing Access
What is a relational database?
- Working with Access
Screen features, Function keys
Database window
- Working in Datasheet View
Working with a data sheet
Entering and editing data
Undo command
- File Management
New databases
Opening existing databases
- Creating a Database
Planning a database
Using the Table Wizard
Creating a table without the Wizard
- Forms
Purpose of Forms
Form Wizards, Working with forms
- Formatting and Editing
Columns and rows
Moving, copying, renaming and deleting
- Queries, Reports and Printing
Basic Select Queries
Creating a Report
The Select Query Window
Working with the QBE Grid
Sort order
Criteria
- Designing Tables
Relationships
Working in Table Design View
Field properties
- Finding and Sorting Data
Finding and replacing data
Sorting single and multiple fields
- Designing Forms
Working in Form Design View
Working with controls
- More on Forms
Creating a form without a wizard
Creating controls
- Reports
Creating reports
Working in Report Design View



Learn to suit your lifestyle and work commitments...