

Access 2002 (XP)

Course length: 4-5 hours*

Course Code: 103083BT001

This course will help you to create, organise and manage information within a business database. It has been developed for new users of Microsoft Access 2002 or for users upgrading from Access 2000 who are keen to learn more about the new features and functionality of the 2002 software.

Benefits for the Learner

Microsoft Access 2002 is Microsoft's most up-to-date database management system that makes it easy to find information, analyse data and create accurate reports.

This course will help you to understand database theory and planning. You'll be shown how to create tables and populate them with data, how to organise information, use filters and sort data, how to create relationships between tables and how to import data from other sources.

Benefits for the Business

A report published by Reuters Business Information found that 43% of managers believe that their ability to make decisions is affected as a result of having too much information and that one in five senior managers feel that a substantial amount of time is wasted collecting and searching for information.

You can help your managers to avoid "Information Overload" by giving them the skills to use the powerful tools within Access 2002. This database software allows them to keep critical business information accurate and up to date, organise and manage business information more efficiently and take better business decisions based on fact.

What You Get From This Course

Having completed this course, you will be able to:

- Understand the concept of databases and the main features of Access 2002
- Build, modify and join tables
- Import data
- Work with Records
- Create Relational databases
- Create, modify and format forms
- Create, action and crosstab queries
- Create, modify and print reports

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 4 hours to complete.

*Courses are accessible for six months from the date of purchase.