



Eat the Elephant

'Helping people achieve the objective'

Essential Management Development skills

Microsoft Access (Basic or intermediate)

Who is it for ?

For users who have a basic understanding of Microsoft Access (able to design their own database and produce simple queries and reports), or who have attended the Microsoft Access Introduction training course. It will enhance their existing knowledge and give them an understanding of the major features and functions within Access.

What is it about and what will it do ?

Develop skills in Microsoft Access application

Typical Objectives

Development of basic, intermediate skilling / knowledge relative to Microsoft Access application

Indicative Outline Content

- **Re visit basics (if needed)**
- **Forms**
- **Reports**
- **Databases**
- **Relational databases**
- **Setting field properties**

Eat the Elephant Limited
Development House
44 Balmoral Close
Lichfield
Staffordshire
WS14 9SP
01543 252100
www.eattheelephant.com



eattheelephant[™]
helping people achieve the objective