C&Ctraining

working in partnership : achieving results

IT Skills

Microsoft Access Introduction

Course overview:

From experience we know that the best results are gained when IT training is tailored to fit.

This is why we take a totally flexible approach when it comes to the content and delivery of IT courses. In some cases training works best when delegates are sat at their own computer, in their own environment working with documents they use day to day in the business. Sometimes, short one-to-one tuition sessions may be appropriate, particularly where needs are very specific and/or for senior staff where time is in short supply.

Whatever your requirements, you can be assured that C&C Training will find the most cost effective and efficient way to improve your team's IT skills.

"I have booked several courses for our employees over the last couple of years with C&C Training, and shall continue to do so in the future. The 'can do' attitude and enthusiasm of all the staff there is a credit and keeps me coming back."

A C Bacon Engineering –
Deb Halls – Health & Safety Officer

Course Objectives

This course is designed to give you the fundamental basic functions of Access to enable you to work quicker and smarter.

Workshop Content

Topics covered on this course include:

- Tables
- Forms
- Queries
- Reports
- Additional database features

On completion of the course, delegates will receive a Certificate of Attendance.

Duration: 1 day

Who Should Attend?

New users, self-taught users or those with very limited knowledge of Microsoft Access.

The other related courses that we run include:

- Access - Introduction
- Access - Intermediate
- Access - Advanced
- Excel - Introduction
- Excel - Intermediate
- Excel – Advanced
- PowerPoint - Introduction
- PowerPoint - Intermediate
- PowerPoint - Advanced
- Word - Introduction
- Word - Intermediate
- Word - Advanced