

15th March 2016

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Dacorum Communities for Learning

How to use Microsoft Access

This course is for learners who want to start using Access Databases at home or work.

At the end of the course, learners should be able to:

- Build and use a Database, including
- Creating tables
- Using queries to manipulate the data
- Using forms to input and look at the data
- Compiling reports
- Using macros to automate tasks

Learners can bring their own laptop if they have one but a laptop will be provided for use in the lessons. If you bring your own

Please bring any paperwork, cables and chargers with your laptop.

Please let us know of any additional support you may require, when booking this course.

Tel: 01442 251930 to book

This course can be run for individuals to attend or we can run it for clubs, groups & organizations.

Please let us know of any additional support you may require, when booking this course.

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Dacorum Communities for Learning is the working name of Hertfordshire Community Learning which is an incorporated charity (No: 1164867)