



Guided Learning Advanced Microsoft Access

This course will equip you with the skills to use the advanced functionality of Microsoft Access. By choosing to use Guided Learning, you will be able to study at your own pace and at your own convenience. There are qualified trainers on hand to provide support and guidance. You can opt to study at either Newbury College, or at the Business Centre at Calcot to complete the course

Course duration

You should aim to study for a minimum of four hours per week. There are thirty study hours required to complete the course and these should be undertaken to achieve completion by the date stated at enrolment (three months).

Who should attend?

You will need to be a competent user of Microsoft Access at intermediate level. Please call the IT Centre at either location to discuss whether this course is the right option for you.

Course content

- advanced table design
- relationships
- create different kind of action queries
- advanced query features and formulas
- advanced form design – creating controls, tab order, sub forms
- advanced report design – calculated controls, formulas, layout

- macros
- import, export and linking data

Course style

Through flexible learning which enables you to study at your own pace. Qualified trainers are available to support and guide you through the learning process.

Course assessment

There are ongoing course exercises throughout the course. You will have the option of completing the formal assessment at the end of the course for the ECDL Advanced Database certificate.

Course fee

The cost of the course is £245.

The exam registration fee for the ECDL Advanced Database certificate is an additional £38.

To study these courses at

Calcot – call 01189 427040 or email j-silcock@newbury-college.ac.uk

Newbury College – call 01635 845405 or email j-eley@newbury-college.ac.uk

