



Guided Learning Intermediate Microsoft Access

This course is intended for end users who are looking to use the fundamental capabilities and intermediate 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. To complete the course, ten study hours are required over a period of five weeks. You should undertake to complete the course by the date stated at enrolment.

- table management and table relationships
- forms
- create and modify select queries
- create and modify report formats.
- printing fundamentals

Who should attend?

Please call the IT Centre at either location to discuss whether this course is the right option for you

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 content

- identify the concepts related to databases and the features of Microsoft Access.
- create and maintain tables and table data
- locate and manipulate data
- use Microsoft Access to maintain tables and table data

Course assessment

There are ongoing exercises throughout the course with a practical assignment at the end.

Course fee

£65

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

