



Funded by  
UK Government



CHESTERFIELD  
BOROUGH COUNCIL

# Online IT Courses

## Microsoft Access

POWERED BY  
**LEVELLING  
UP**

### Who is it suitable for?

This popular database programme is used in many industries by those wishing to keep accurate, up to date records of customers, projects, products etc. So, for example, if you're working as a PA, EA, VA, Secretary, Administrator or Customer Services Executive, learning how to use this software properly will help you and your skill stand out from the crowd.

### Objectives of the Course?

To teach the Microsoft Access programme to an advanced level, as this very popular database application is widely used across many employment sectors.

### What will I Learn?

In this detailed and varied training programme you'll be guided through many aspects of Access including; database terminology; planning and design; defining relationships and creating a table; editing data; using advanced tools; using the query wizard; adding a field; exporting an html document; adding charts to forms; and creating macros.

### What is the course duration?

22 hours online learning, consisting of 10 lessons.



 **DBCtraining**  
Delivering Better Choices, creating brighter futures

07944 432877

kathryn@dbc-training.co.uk

www.dbc-training.co.uk

**FULLY FUNDED ONLINE TRAINING PROGRAMMES**