

Information Technology and Computer Skills Training

ACCESS 2016 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: Cost not to exceed \$125.00

Course Content

Learners who attend this Introductory Level workshop will receive information to increase their proficiency in the following areas:

Lesson 1: Database Fundamentals

- Understanding General Database Terms
- Relational Databases
- Access Interface & Objects

Lesson 2: Tables

- Creating Tables
- Creation Fields
- Data Validation
- Relationships & Keys

Lesson 3: Queries

- Creating Basic Queries
- Modifying Queries
- Using Calculated Fields

Lesson 4: Forms

- Creating Simple Forms
- Form Design
- Form Controls

Lesson 5: Reports

- Creating Reports
- Report Controls
- Formatting Reports

Visit our website at www.training.oa.mo.gov to find other technical and computer training programs.

