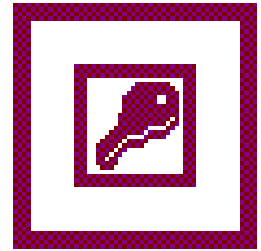


# Computer Training

## Introduction to MS Access



MTA House - Level 1, 83 Greenhill Rd, Wayville

**Fully-equipped Computer Training Classroom – small groups only!!!**

### Course Outline

Introduction to Access teaches the basic skills necessary for creating and developing databases.

- Unlock the secret to your database system by:
- Creating a table
- Creating a query
- Creating forms
- Creating macros
- Linking tables using combo boxes
- Creating reports
- Creating graphs



*All development is conducted in group sizes of no more than 7 participants.*

*This ensures maximum learning and coaching from the course facilitator.*

*Your personal development is achieved in our dedicated computer training environment with the latest technology.*

Content has been covered in

**2 3-hour sessions**

### Course Fee\*

**\$203 for both sessions**

(+GST\*)



### Other Courses

Microsoft Word

Microsoft Excel

Microsoft Outlook

Microsoft PowerPoint

More info and a booking form can be obtained by:

1. Phone **8208 4888** and request one to be sent to you
2. Email [info@automotivebusinesscollege.com](mailto:info@automotivebusinesscollege.com) and write "Booking Form" in the subject
3. Visit our website [www.automotivebusinesscollege.com](http://www.automotivebusinesscollege.com) and register for the course

