

# Microsoft Access 2002

## Module 1

Manual Code CTA1XP

Professional Series



### General Information

<b>General Description:</b>	This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Access 2002 effectively.
<b>Learning Outcomes:</b>	At the completion of this courseware participants will be able to: <ul style="list-style-type: none"><li>• start Access 2002 and understand the interface</li><li>• plan and understand the structure of a database table</li><li>• design a database structure</li><li>• create the database file and tables for a relational database</li><li>• set relationships between tables</li><li>• add records to tables</li><li>• import data from other sources into a database</li><li>• work with records in a table</li><li>• perform table data validations</li><li>• create queries in a relational database</li><li>• create a wide range of Select queries</li><li>• create calculated fields in queries</li><li>• create parameter queries</li><li>• use the Forms Wizard to create a range of forms</li><li>• use the Report Wizard to create a range of reports</li><li>• use the Switchboard Manager to create a menu system.</li></ul>
<b>Target Audience:</b>	This course is intended for people who wish to improve their knowledge and skills in the use of the software.
<b>Prerequisites:</b>	This course is designed for participants with little or no knowledge of the software.
<b>Statistics:</b>	16 chapters, 296 pages
<b>Course Duration:</b>	102 exercises. Anticipated duration* of 12.00 hours
<b>Course Disk:</b>	A course disk is provided with each order
<b>Methodology:</b>	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
<b>Resource Sequence:</b>	CTA1XP – Microsoft Access 2002 – Module 1 CTA2XP - Microsoft Access 2002 – Module 2

\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.

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