



## Computer Skills Training

### CST-08-MAC1

#### Course Title

Microsoft Access 2003 Level-1

#### Course Duration

½ Day (3hrs)

#### Pre-Requisite

Familiar with using computer and has a basic skills of using Microsoft Office applications. Candidate should have Equal Skills or equivalent qualification

#### Course Content

- Database Concepts
- Tables and Relationships
- Data Inserting & Editing

#### Certification

OPS Certification of Access Application

#### Minimum Delegates Per Course

3

#### Course Commencing

Available on request

#### Provider

OPS International Ltd, Manchester

#### Other Courses

Production Process

Electrical Training

Mechanical Training

Planning & Control

Instrumentation

Driver Training

Health & Safety

English Language Course



Cert No. 6157

#### MANCHESTER OFFICE:

Suite 6D, Brook House  
Spring Gardens  
Manchester  
UK  
M2 2BQ  
Tel: 0044 161 228 7019  
Fax: 0044 161 235 0640

#### LIBYA OFFICE:

Balad Al Walid Street  
Hay Al Andlus  
P.O.Box 2237  
Tripoli, Libya  
Tel: 00218 21 477 1801 / 3897  
Fax: 00218 21 478 0905  
www.opsint.com