



Computer Skills Training

CST-08-MAC2

Course Title

Microsoft Access 2003 Level-2

Course Duration

1 Day

Pre-Requisite

Candidate must have experience of using access application and should be able to create tables and identify relationships. Delegates can obtain this level by taking our Microsoft Excel 2003 Level-1 course.

Course Content

- Tables & Forms
- Sorting & Filtering
- Queries & Retrieving Information
- Creating Reports
- Preparing Output

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

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