Microsoft Access

This course will instruct you in using Microsoft Access. You will learn to use a database by entering data and, also, learn how to create and use tables, forms, queries, and reports.

PREREQUISITES:
You need basic computer skills to complete this course.

DELIVERY METHOD:
Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

OBJECTIVES:
- Database Basics
  - Database Basics
  - Creating and Working with a Database
  - Finding, Filtering, and Formatting Data
- Database Tables
  - Working with Tables and Fields
  - Customizing Tables
  - Creating Relational Databases
- Queries
  - Building Assorted Queries
- Forms
  - Working with Forms
  - Formatting Forms
- Reports
  - Working with Reports
  - Formatting Reports
  - Additional Topics

Course No: 25047
Dates: 3/14/16 – 4/11/16, Mon
Time: 6:00 pm – 8:00 pm
Hours: 10 (5 Sessions)
Location: Clermont-Bldg. 1 Rm 126
Instructor: James Mead
Fee: $130

Lake Sumter State College

Computer Institute, South Lake Campus
1250 North Hancock Road, Clermont, FL 34711
(352) 365-3530, www.lssc.edu/ce (Click on Computer Institute)