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**Microsoft Access (Database) Basic**

**November 30, December 01-02, Tuesday, Wednesday, Thursday**

**5:00 PM-7:00 PM BC, 6:00 PM-8:00 PM Alberta, 8:00 PM - 10:00 PM Eastern Time**

**On Line Via Zoom (Link will be sent to registered participants)**

**Fee for this three evenings information session is $10.00**

**Participants will acquire basic knowledge on how to effectively use Microsoft Access**

**Course Outline**

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| ***First look at Microsoft Access**** *Understand the ribbon and contextual tabs*
* *Using and modifying tabs and view*
* *Create and open an Access database*

***Database concepts**** *Basic and relational database*
* *Tables, records, fields keys and indexes*

***Access tables**** *Create and save a table*
* *Add, delete fields and data and records*
* *Apply rules to relationships*
* *Define printing feature and options*
 | ***Access forms and queries**** *Create open save delete and close Forms*
* *Create & save a single/multiple table query*
* *Apply filters, edit, run and delete a query*
* *Sorting records*

***Access reports**** *Create and save a report,*
* *Grouping data under a specific field*
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**Video Recordings link of this Class will be sent to all attendees who join live session only.**

**Free Online Classes**

[**https://edu.gcfglobal.org/en/access2016/**](https://edu.gcfglobal.org/en/access2016/)

**Advanced registration with Pre-Payment Required**

[**https://iicanada.org/form/introduction-microsoft-access-basic-0**](https://iicanada.org/form/introduction-microsoft-access-basic-0)

**For more information and to register E-mail: epb.crcprairies@iicanada.net**

**Phone or Text: Zull Punjani 403-689-8584 or EPB Prairies Office: Message # (403) 215-6200 Ext. 7039**

**\*\*Please visit https://www.iicanada.org/ for more information\*\***