



Basics	<input checked="" type="checkbox"/>
Next Steps	<input type="checkbox"/>
Further Skills	<input type="checkbox"/>

# IT Skills – Introduction to Databases using Microsoft Access

Course Code: CTO40

This introductory course is ideal for new users of databases and/or Microsoft Access as well as those wanting to improve existing skills. The course is highly hands-on. Tutor-led exercises help delegates learn the relevant skills, giving them the confidence to create simple customer and products/parts databases.

## Course at a glance

- Database concepts
- Working with records and fields
- Formatting table data
- Effective database searching
- Creating and running simple reports
- Creating tables
- Key fields – concepts and use
- Managing table data
- Improving user friendliness
- Course assessment and review

	At Brandon Training Centre	On-site
<b>Duration</b>	1 day	1 day
<b>Cost</b>	£140 + VAT	£1,600 + VAT per day for on-site trainer
<b>Minimum number of delegates</b>	1 – attending an Open Course Booking	8
<b>Maximum number of delegates</b>	12	12
<b>Certification</b>	Brandon Training Certificate with Training ID Card. Records are available to view on-line	

Note: All pricing is based on Per Delegate rates unless otherwise indicated. For more information or to book a training date, please contact the Training Team on: 01179 718 555 or [www.brandontesting.co.uk](http://www.brandontesting.co.uk)