



www.compvisions.com
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Computer Visions Course Outline

Get What You Want

We offer highly customizable group training courses: desktop applications, web development, networking & operating systems, technical certification, professional development & skills, help desk.

Get It When & Where You Want It

All Computer Visions courses are available for presentation on-site or off-site for your convenience. We can roll out any combination of courses at one or more locations anywhere in the United States, according to your requirements and time table. Just let us know and we'll work with you!

Corporate Training Solutions

Corporations look to us to train their employees. Why? Because our proven training methods have increased employee proficiency and productivity. We assign one person to each of our corporate clients to ensure quality service, and we also offer extranet Web registration, management, reporting and billing for all clients. Simplicity, quality and outstanding service are our hallmarks.

Microsoft Access: Level 1

Description:

This one-level workshop covers the skills that students will need to make the most of Microsoft Access. The covers databases, tables and records, forms, reports, queries, and much more.

Course Outline:

Unit 1: Getting Started

Topic A: Database concepts
Topic B: Exploring the Access environment

Unit 2: Databases and Tables

Topic A: Planning and designing databases
Topic B: Exploring tables
Topic C: Creating tables

Unit 3: Fields and Records

Topic A: Changing the design of a table
Topic B: Finding and editing records
Topic C: Organizing record

Unit 4: Data Entry Rules

Topic A: Setting field properties
Topic B: Working with input masks
Topic C: Setting validation rules

Unit 5: Basic Queries

Topic A: Creating and using queries
Topic B: Modifying query results and queries
Topic C: Performing operations in queries

Unit 6: Using Forms

Topic A: Creating forms
Topic B: Using Design view
Topic C: Sorting and filtering records

Unit 7: Working with Reports

Topic A: Creating reports
Topic B: Modifying and Printing Reports

Consulting Solutions

Consulting is about trust, service and accountability. Our consulting division is one of the fastest-growing around. Why? Clients trust us to provide excellent service and expertise.

Classroom and Computer Rentals

Need space and equipment to conduct specialized presentations or classes? We can help. With our world class classrooms and state of the art projection and presentation equipment, we take care of the details so you can have a successful presentation.