

# Database

Courses available using Microsoft Access 97, 2000, XP, 2003 and 2007.

- One day course
- Bite-size sessions

## **Intermediate—Level 2**

- Create & maintain tables in Access
- Use filters & queries to find data
- Modify field properties in tables
- Know how to integrate databases
- Create & manipulate forms
- Create and modify reports
- Save & print