

# Jumping Bean Training Ltd

*Training with Energy!*

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## Growing Bean

### Microsoft Access

**By the end of this course delegates will be able to use some of the features in Access to create a database and extract specific information from it.**

#### **What will I learn?**

- You will be able to correctly create a Table using at least three different types of field
- You will be able to correctly create simple Queries to extract the data you need from you database
- You will be able to correctly create reports that can automatically generate information
- You will be able to correctly create at last one Form that will speed up the time it takes to enter data
- You will be able to describe and use relationships when appropriate so you don't have to enter data twice.

#### **What do I need to bring?**

A basic knowledge of Windows.

#### **What is the cost?**

This is a two-day classroom based course and costs £450 that includes amazing lunches and a published book to keep.

#### **When can I go?**

This course is run on a regular basis. Please contact us or see the course schedule on our website for further details.

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