

## Introduction to Access

North East Scotland College

### Venues

Off campus

### Content

Microsoft Access Distance Learning units have been specifically designed to provide you with the knowledge and techniques needed for the successful creation and manipulation of an Access Database. The accompanying data files provided on disc are designed to help demonstrate the features as you work through the unit step-by-step.

You will be introduced to key aspects of using Access databases, including:

Using the Menus and Toolbars; Database Principles; Database Window; Moving within a Table; Changing Table Layout; Using Find; Creating a Database; Sorting and Filtering Data; Creating and Using Forms; Querying and Searching; Creating and Using Reports

At the end of the course you will test your knowledge via an end of course test.

### Start Date

Flexible

### Qualification

Other

### Study Method

Distance and Flexible learning

### Course Length

6 months

### Department

Computing

### Entry Requirements

No formal entry requirements.

### SCQF Points

«SCQFPoints»

## Progression Routes

ECDL (European Computer Driving Licence) (SCQF Level 5); Access - Intermediate

## Combination Courses

«htmlCombinationCourse»

«htmlCombinationUCASCode»

## Address

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Aberdeen City  
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## Website

[www.nescol.ac.uk](http://www.nescol.ac.uk)