



This College Africa Group course will enhance the user's skills on the subject and teaches fundamentals as well as strategies in an easy to follow, easy to understand format and includes practical exercises which will assist in developing your skills in the workplace.

COURSE OUTLINE - 2011 MAC Microsoft Access Essential Course

This comprehensive course covers the fundamental features of Access 2011 for MAC, as well as exposing the delegate to some of the functions in MAC Access 2011. This is an intense one day course, 09h00 to 15h30, which will provide the delegate with sufficient Access 2011 MAC skills to create basic spread sheets and formula.

This course will prepare the delegate for more advanced MAC Access 2011 courses. The delegate receives an Access 2011 MAC manual and an electronic attendance certificate on completion of the Access Essentials 2011 MAC Course.

We almost run on demand as we try to accommodate the client's work schedule when possible. Contact Arnold 083 778 4903 or email sales@collegeafricagroup.com for dates in your area?

Topic-Level Outline

- How to use this manual
- Database basics
- Running microsoft access
- The initial access screen
- Opening a database
- Working with help
- Printing help topics
- Exiting help
- Screentips
- Viewing a table

- Moving around within the table
- Editing a table
- Using autocorrect
- Adding words to autocorrect
- Removing words from autocorrect
- Replacing existing entries
- Using the spellchecker
- Form vs table view
- Opening a form
- Switching views

TOC Continue...

Changing the table image	Field descriptions
Sizing the table	Inserting a field
Changing column width	Deleting a field
Moving a column	Changing field size
Hiding columns	Viewing the changes
Unhiding columns	Adding records to the table
Freezing columns	Deleting a record
Unfreezing columns	Renaming a database object
Changing the appearance of text	Redesigning a table
Highlighting text	The table design tools
Changing justification	Filtering records
Indenting paragraphs	Viewing all records
Text direction	Using the selection filter
Creating a numbered list	Creating text and number filters
Changing row height	Using the form filter
Formatting the datasheet	Performing quick searches
Sorting the data	Working with advanced filters
Sorting on multiple fields	Removing a filter
Print previewing	Finding data
Page setup	Creating reports
Changing margins	Using the report wizard
Changing paper size	Printing options
Printing the table	Changing margins
Creating a database	Changing paper size
Designing a table	Changing the column layout
Field names	Printing the report
Field types	

OFFSITE, OUR VENUE, prices from R 1895 ex vat. Includes teas, light lunch, and an electronic attendance certificate. Group discounts apply. **ONSITE, YOUR VENUE**, minimum of three delegates attending simultaneously. Prices on request.

ABOUT US

Established as EasyExcel, the company has been re-branded as College Africa Group. College Africa Group has been in operation since 2003 and has trained many corporate and professionals throughout Southern Africa. (For more info click here.) (<http://www.collegeafricagroup.com>)

ACCREDITATION

College Africa Group is MICT SETA accredited and a Microsoft Partner. College Africa Group has more than 30 years' experience in Financial, Sales, Operations, Marketing and Administration Directorship and understands the problems and deadlines you face.

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Excel Advanced 2013 [Ebook](#), workbooks, and solutions.

Excel comprehensive online courses, email for more details.



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