

Department of Clinical Education presents
Introduction to Access

Course Description

Microsoft Access is a database management program used to store many types of information, from simple lists to inventory catalogs with tens of thousands of items. Once information is stored in an Access database, it is easy to find, analyze and print. **This class is for the individual who has very limited or no experience using a database management program.**

Course Objectives

Upon successful completion of the course, the participants should be able to:

- Understand the concepts of database management.
- Become familiar with the Access Window.
- Use the “menu”, “toolbar” and “shortcuts”.
- Work with database objects and manage data and table relationships.
- Create, customize and manipulate data in tables.
- Integrate with other external databases.
- Import and link tables.

Prerequisites

Intermediate Windows, a basic understanding of the mouse, menu, file management and some typing skills are desirable. Participants should be knowledgeable in the concepts of data management and working with lists of data. This course is **not for the individual who is inexperienced in general computer use.**

Instructor

Phyllis Sharum, Computer Training Educator

Times & Dates

- Jan 26, 2010; 8:30-12pm

Location

- St. Joseph Hospital, Sister Frances Dunn Building, Classroom 6B – Computer Lab

Fees & Requirements

- No deposit required. **Open to St. Joseph Hospital Staff only.**
- Space is limited. Register early!

FAX (714-744-8580) or deliver Registration Form for Introduction to Access – Jan 26, 2010

Name: _____

License #: _____

Address: _____

Organization: _____

City/State/Zip: _____

Position/Unit: _____

Home Phone: _____

Work Phone: _____