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 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…

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 Automation)

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(MS Project)

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Learn to touch-type and be more accurate.

EBOOKS AND ONLINE TAINING

Excel Essentials 2013 Ebook, workbooks, and solutions.
Excel Intermediate 2013 Ebook, workbooks, and solutions.
Excel Advanced 2013 Ebook, workbooks, and solutions.
Excel comprehensive online courses, email for more details.

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