

## Course Profile

### Access Reporting Workshop

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<b>Duration</b>	1 day
<b>Prerequisites</b>	Delegates wishing to attend this course should have successfully completed the following training: <ul style="list-style-type: none"><li>▪ Using Microsoft Access with <i>UNI-form v7</i> course</li></ul>
<b>Target Audience</b>	Users of Access with <i>UNI-form v7</i>
<b>Objectives</b>	By the end of this course you will be able to: <ul style="list-style-type: none"><li>▪ Successfully create and manipulate reports based on the <i>UNI-form</i> system.</li><li>▪ Correctly apply MS Access functionality to real-life examples from the work place</li></ul>
<b>Contents</b>	<ul style="list-style-type: none"><li>- Working with Forms, Textboxes and Buttons</li><li>- Using Parameters Table</li><li>- Using Combo Boxes and Union Queries</li><li>- Advanced IIF functions</li><li>- Application/Database Management and other techniques</li><li>- Workshop session</li></ul>

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