

INTERMEDIATE MICROSOFT ACCESS 2003 OR 2007

Wednesday 22 September 2010, 9.30am for 10am- 3.30pm

Tŷ Llewelyn Community Centre, Ffordd yr Orsedd,

Llandudno, LL30 1LA

Courses are offered to

- CVSC Member organisations at £45
- Wider voluntary and community sector at £65
- Private and Statutory at £85.

To include refreshments, lunch and handouts.

These charges are non-refundable and as space is limited payment will be required IN ADVANCE to secure a place.

Prior Knowledge: This one-day Access training course is intended for delegates with experience of Access who need to develop more advanced skills. The course will demonstrate how the many new features in Access can be used effectively.

The tutor is able to cover Microsoft Access 2003 and 2007 versions.

Learning Outcomes

By the end of the session, you will be able to

- Modify tables
- Design advanced queries
- Use advanced database features
- Import data
- Use advanced report design
- Group data in a report
- Create and use subforms and subreports
- AND MUCH, MUCH MORE!

Places are limited so bookings will be made on a first come first served basis on receipt of a completed booking form and appropriate payment.

ALL BOOKING FORMS TO BE RETURNED BY 15 SEPTEMBER 2010 TO:-

CVSC, 8 RIVIERE'S AVENUE, COLWYN BAY, LL29 7DP Tel. 01492 534091

**For more information on affordable and accessible training
programmes for voluntary groups go to**

WWW.COURSESFORCOMMUNITIES.ORG.UK

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Registration Form

Name.....

Organisation.....

Position.....

Address.....

Tel No.....

Email.....

Will you have any translation requirements?

Do you have any special requirements?

Please specify which version of Microsoft Access you are currently using.....

DATA PROTECTION AND AUTHORISATION OF USE

Conwy Voluntary Services Council will use submitted details internally for administration purposes. As some of the information may be classified as "personal data" it will be processed in accordance with the rights and obligations of the 1998 Data Protection Act.

Please complete and return with payment (cheque payable to CVSC) by **15/09/10** to:

CVSC, 8 Riviere's Ave, Colwyn Bay LL29 7DP Tel. 01492 534091

If you require more registration forms please feel free to photocopy this one or email

mail@cvsc.org.uk