

Workshop : Introduction to Access

Date: Wed-Thurs 10 & 11 June, 9 am - 4 pm

Cost: \$400 (incl GST)

Venue: Library Computer Lab, Ground Floor, RMH

Participants must have strong working knowledge of computers and a basic understanding of Excel.

In this session participants will learn to:

- Understand the concept of a database
- Create a table
- Understand the basic components of table fields
- Perform some data entry into a table
- Create queries onto the database
- Create forms onto the database
- Create reports onto the database
- Create a simple mail merge and mailing labels
- Learn to design & create a database
- Understand & apply relationships between tables

Maximum 12 participants

Complete this section to enrol:

Name:

Organisation:

Preferred email:

Phone:

Payment method: Please select

Cost Centre (Melb Health only): I authorise a total payment of \$400 from the following cost centre:

Supervisor:

Campus code:

Cost Centre:

Account: 36560

Credit Card:

Visa:

MasterCard:

Card Number:

Expiry Date:

Name on credit card:

I authorise a total payment of \$400

Signed:

Invoice (External organisations only):

To register: Send electronically using the Submit button, or email to us. Workshop fees are not refundable. Enrolment is not confirmed until full payment is received. Payment is processed at close of registration. Please ensure credit cards funds are available. See [Terms & Conditions](#) on the Library website. Receipts are emailed when payment is processed.

Check your email for enrolment confirmation and course information / updates.