

what the
the ardito experience
is all about...

“ We have a bunch of people here (me included) who are using much, much more of Outlook than we used to. In fact, for the first time in 15 years, I have done away with my hard copy diary. It took a bit of getting used to, but now **a distinct convert!**”

Alasdair Scott
Money Managers

“ I would like to thank you for the excellent training provided, I have heard nothing but the **highest of praise** for both the facilitator and the content covered. ”

Jarred Mair
Inland Revenue

“ Just to let you know we thought the training was **excellent** and would **definitely not hesitate** to use your company again for any training that comes up. ”

Greta Razey
Rockwell Automation (NZ) Limited

“ Maurice's (trainer) manner, approach and technical information is invaluable and his ability to pass on the information is a **credit to his aptitude**. Our company will not hesitate to use you in the future for any further training required. ”

Jeannette Townsend
United Truck Parts Ltd

*We keep our class sizes small,
allowing attendees to receive extensive
individual attention and assistance from our
highly experienced tutors. In addition,
comprehensive 'take home' course material
is provided.*

About Us

A specialist in the field of instructor-led computer and IT training, Ardito offers courses in all Microsoft® Office Desktop and End-User PC applications, MCSE technical courses, Crystal Reports, Adobe® packages and management courses.

At Ardito, we help organisations to increase staff productivity through upskilling and by providing flexible and customised staff training programmes.

Ardito has modern and well-equipped computer training facilities in Auckland and Hamilton. Our training computers that students use are fast and reliable and are equipped with the latest versions of software for training purposes.

With Ardito, you won't have to fit into a box!

ardito
corporate training

| computer | personnel | management |

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Access

The Ardito Experience



is your **career**
▶▶▶ advantage.

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fundamentals

2 days

Course Description

New to databases? Ardito's Microsoft® Access Fundamentals takes you through the nuts-and-bolts of database behaviors.

This course provides participants with basic understanding of the Microsoft® Access application from basics to a complete database level. Main topics include: opening databases and defining database objects; creating databases; planning, creating, editing, printing and customisation of tables.

Participants will also learn how to create, manage, and modify table relationships; create filters and queries; and query records using expressions, create and format forms, subforms, and reports. In addition, the course will cover how to manage data, add controls on forms and reports, import and export data, and create switchboards and work in an automated database.

Course Objectives

- Open an existing database and define database objects
- Plan and create tables
- Edit and print tables
- Customize the appearance / design of a table
- Create, manage, and modify table relationships
- Create filters and queries
- Query records using expressions
- Create forms, and use forms to enter and manage data
- Create and use subforms
- Create reports
- Add and format controls on reports
- Import and export data

advanced

1.5 days

Course Description

Now that you are comfortable with database behaviors, it is time to take your knowledge to the next level and work your way through more advanced Microsoft® Access functions.

This course will cover creating advanced query wizards and working with action and specialised queries. Participants will learn how to create and use MS Access pages, and learn database management techniques. Furthermore, at this level, participants will be expected to deal with managing table and query properties, creating macros and macro groups, customising menus and toolbars, using Web features, and building automated forms.

Course Objectives

- Use advanced query wizards
- Work with action queries
- Work with specialised queries
- Manage databases
- Manage table and query properties.
- Create macros and macro groups
- Build an automated form with macros
- Customise menus and toolbars
- Use web features

Ardito Corporate Training is highly flexible in structuring customised training programmes, catering for the specific training and skill development needs of your organisation...

**more flexible,
more personal,
more professional.**

