

# Microsoft Access 2003



**Skills for Change**  
Diversity at Work™

*TechSkills* offers only instructor-led classes. Our classes are limited in size so you have more hands-on interaction with the instructor. We provide experienced instructors, quality training materials and competitive pricing.

In this course you will become proficient in Microsoft Access.

You will receive instruction in relational database, creating tables with data, extracting information using queries, designing forms and creating reports, advanced queries including action queries, advanced form and reports including sub forms and sub reports, import/export, macro etc.

You will work through many real-life business examples.

## Pre-requisites

Basic knowledge of Windows.

## Certificate offered

Participants receive a certificate of completion

## Tax credit

Tuition tax credit forms will be issued

## Registration

Register in person, or online at [www.skillsforchange.org/techskills/register](http://www.skillsforchange.org/techskills/register)

## More information

Please call 416-658-3101 ext. 216

Start Date	Day of the Week							Location	
	S	M	T	W	T	F	S	Toronto	Brampton
March 1		✓		✓				✓	
Time	Weeks			Hours				Fee	
6:30p - 9:30p	3			18				\$120	

**TechSkills**  
AFFORDABLE TRAINING

Toronto  
791 St. Clair Avenue West

Brampton  
21 Nelson Street West

[www.skillsforchange.org/techskills](http://www.skillsforchange.org/techskills)