what the
the ardito experience
is all about...

work efficiency

customer satisfaction

added value

trainer competence

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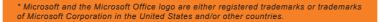
With Ardito, you won't have to fit into a box!

ardito
corporate **training**
| computer | personnel | management |

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Access

The Ardito
Experience

is your career
▶▶▶ advantage.

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Access Fundamentals

2 days

Course Description

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

This class takes participants through the basics of Microsoft Access - from understanding database terminology all the way through to creating a basic database.

Topics include: working with existing databases; creating new databases and working with objects (tables, forms, queries and reports). Participants are shown how to plan, create, edit and print objects. Participants will also learn how to create, manage, and modify basic table relationships. In addition, the course will cover how to import and export data in Access.

Course Objectives

- Key concepts and Terminology
- Designing a database and documentation
- Working with existing databases (navigating, adding and editing data)
- Creating a flat-file & relational database
- Working with and creating Tables
- Creating basic forms and subforms
- Creating and editing Queries (including calculated queries)
- Creating and editing Reports
- Creating mailing labels
- Importing data from Excel
- Using Access data to create a mail merge in Word