



Hoover Public Library Computer Classes

Basics of Microsoft *Access*

PREREQUISITES:

- Intro. to Personal Computing
- Basic Word, Parts 1 & 2
- Basic Excel, Parts 1 & 2

This class is designed to introduce you to Microsoft Access, a database application. It covers an introduction to the application and how to perform common tasks through the use of menus and toolbars.

Class size is limited.
Reservations required.
Sign up at the
Technology Hub or call
444-7747.

The class includes an introduction to database concepts and terminology, database planning and design, and creating and working with tables.

This class also introduces the use of queries, the use of forms, the use of reports and the creation and maintenance of databases.

The class is free of charge.

Basics of Microsoft Access is a two-part class.
In order to get the most out of this class, sure to sign up for **both** parts.

CLASS INFORMATION

WHEN: Weekdays, weeknights, and weekend classes when available.
Check at the Technology Hub for available times.

WHERE: The Hoover Public Library Training Center (Administrative level)

LENGTH: Each class meeting is approximately 3 hours, including a break.

WHO: Children under the age of 12 must be accompanied by an adult and must be able to read.