



Northwest Iowa
Community College

603 West Park Street
Sheldon, Iowa 51201

Phone 712-324-5061 or
toll free 1-800-352-4907, Ext. 105

February 6, 2013

NEWS RELEASE

*May be published
when received.*

Northwest Iowa Community College to Offer the Course “Explore Microsoft Access Basics”

Access is the database-management program that is part of the Microsoft Office Suite. Its structure makes the information easy to select, sort, display, and print in a variety of formats. An Access database can contain lists of records about almost anything, from sales to sports scores. Unlike a spreadsheet program, Access makes information in lots of different formats easy to display -- including alphabetical listings, queries and formatted reports.

Why Use an Access Database?

- * You need to store the same pieces of information in several different places.
- * You don't want to look at your data in only columnar tables.
- * Your information consists of more than one list of records.
- * You want to check your data to ensure that it's correct..

All students will work on designing an Access database from "scratch" using Microsoft Access 10 software.

Class information:

- 3 Tuesdays, February 26 to March 12 from 6:00 pm – 9:00 pm at Northwest Iowa Community College in Room 514H, Section #34428
- Cost: \$59
- Instructor: Twyla Vogel

To preregister: Call Northwest Iowa Community College at 712-324-5061 or 800-352-4907 and ask for Continuing Education.