COURSE SYLLABUS

Access Specialist Certification Program

Become a certified expert in Microsoft Access with our comprehensive program that includes an Access Essentials class, private training, and an Access Certification exam.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/access-specialist-certification-bundle



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Course Outline

This package includes these courses

- Microsoft Access Level I (6 Hours)
- Microsoft Access Level II (6 Hours)

This package also includes two hours of private training, the Microsoft Access Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group class.

Microsoft Access Level I

Learn the basics of relational database management in Microsoft Access. This introductory course covers creating new databases, building tables, designing forms, generating reports, and more. By the end of the course, you'll be able to join, filter, and sort data in Microsoft Access.

- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options
- Organize and manage data stored within Access tables
- Use queries to join, sort, and filter data from different tables
- Use forms to make it easier to view, access, and input data
- Create and format custom reports

Microsoft Access Level II

Take your Microsoft Access skills to the next level with advanced lessons on data validation, table structure improvement, and advanced reporting techniques. Learn how to create relational databases, code advanced queries, and increase your database management efficiency.

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.

- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.