COURSE SYLLABUS

Access Specialist Certification Program (Self-Paced)

Group classes (Live Online) 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-program-self-paced



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Course Outline

This package includes these courses

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

Microsoft Access Level I (Self-Paced)

Get started with relational database management in Microsoft Access. This introductory course teaches you how to create databases, build tables, design forms, generate reports, and more. By the end of the course, you'll be able to join, filter, and sort data in Microsoft Access.

- Navigate the Microsoft Access environment and create a simple database
- Organize and manage data within Access tables
- Use queries to join, sort, and filter data from multiple tables
- Use forms to simplify data entry, viewing, and access
- Create and format custom reports to meet your needs

Microsoft Access Level II (Self-Paced)

Take your Microsoft Access skills to the next level with advanced lessons on data validation, table structure optimization, and complex reporting techniques. Learn to design relational databases, write advanced queries, and improve database management efficiency.

- Design a relational database and join tables to retrieve data from multiple sources
- Validate data entered into the database to ensure accuracy
- Use advanced queries to manipulate and analyze data
- Organize your database for better performance and data integrity
- Customize reports to format data and create specific print layouts