COURSE SYLLABUS

Microsoft Access Bootcamp

Learn Microsoft Access through hands-on database exercises. Create tables, queries, forms, and reports, then work with relationships and data validation.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/microsoft-access-bootcamp



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Course Outline

This package includes these courses

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

Microsoft Access Level I

The course begins by reviewing the core features and functions of the Access database, so if you've never used Access, it's the perfect place to start!

By the end of the course, you'll know how to work with tables, query data, create forms, and generate reports. You'll have skills to use Microsoft Access for everyday tasks.

Microsoft Access Level II

In this class, you'll learn how to write advanced queries and organize your database for maximum efficiency. If you've taken Microsoft Access Level I or already understand the basics, this is the perfect course for you. At the end of this intermediate Microsoft Access class, you'll be able to join tables, implement data validation techniques, and use advanced reporting functions.