

# Microsoft Access Bootcamp

If you want to master intermediate and advanced functions of Microsoft Access quickly, the bootcamp is the perfect place to start. In this two-day, 14-hour course, you'll go from learning the Access interface to using advanced reporting techniques. For professionals that are new to Access or need a refresher, the Microsoft Access bootcamp provides quick and efficient training.

**Group classes in NYC and onsite training is available for this course.**

For more information, email [contact@nyimtraining.com](mailto:contact@nyimtraining.com) or visit: [training-nyc.com/courses/microsoft-access-bootcamp](http://training-nyc.com/courses/microsoft-access-bootcamp)



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## Course Outline

This package includes these courses

- Microsoft Access Level I
- Microsoft Access Level II

### Day One

#### Lesson 1: Exploring Access Environment

- Overview of database concepts
- Exploring the User Interface
- Opening an Existing Database
- Customizing the Access Environment

#### Lesson 2: Designing a Database

- Define Database Purpose
- Review Existing Data
- Determine Fields
- Group Fields into Tables
- Normalize Data

#### Lesson 3: Creating a Relational Database in Access

- Creating a New Database
- Creating a Table
- Manage Tables
- Create a Table Relationship

- Saving the Table Structure
- Save a Database as a Previous Version

#### **Lesson 4: Managing Data in a Table**

- Modify Table Data
- Sort Records
- Work with Subdatasheets

#### **Lesson 5: Querying a Database**

- Filter Records
- Exploring Query Types
- Creating and Running a Query
- Updating Data Using a Query
- Summarizing Data in a Query

#### **Lesson 6: Designing Forms**

- Creating a Form Using the Forms Wizard
- Changing a Form's AutoFormat
- Finding Data Using a Form
- Maintaining Table Data Using a Form
- Filtering Data in a Form

#### **Lesson 7: Working With Reports**

- The Report Window
- Exploring Report Types
- Creating a Report Using the Report Wizard
- Grouping Data within a Report
- Summarizing Data in a Report
- Formatting Report Detail and Printing Reports

## **Day Two**

#### **Lesson 1: Controlling Data Entry**

- Restrict Data Entry Using Field Properties
- Establish a Pattern for Entering Field Values
- Create a List of Values for a Field

#### **Lesson 2: Joining Tables**

- Create Query Joins
- Join Unrelated Tables
- Relate Data Within Table

#### **Lesson 3: Creating Flexible Queries**

- Set Select Query Properties
- Create Parameter and Action Queries

#### **Lesson 4: Improving Forms**

- Create a Form Layout
- Restrict Data Entry in Forms

- Add a Command Button to a Form
- Create a Subform

### **Lesson 5: Customizing Reports**

- Organize Report Information
- Formatting and Setting Report Control Properties
- Summarize Report Information
- Create a Mailing Label Report

### **Lesson 6: Sharing Data Across Applications**

- Import Data into Access
- Export Data
- Analyze Access Data in Excel
- Export Data to a Text File
- Merge Access Data with a Word Document