COURSE SYLLABUS

Microsoft Access Bootcamp

Master Microsoft Access in this two-day, 12-hour bootcamp. You'll learn how to use the Microsoft Access interface, create tables, make your own relational databases, write queries, and generate advanced reports. By the end of the bootcamp, you'll have the essential skills to use MS Access on the job.

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

This Microsoft Access beginner course includes an overview of the Microsoft Access 2016 user interface and an introduction to creating data tables. By the end of the course, you'll know how to work with data in Microsoft Access and create basic forms.

Microsoft Access Level II

Dive deeper into Microsoft Access 2016 with lessons on data validation, table structure improvement, and advanced reporting techniques. In this course, you'll learn more about relational databases by building one of your own, as well as tips and tricks to increase your efficiency.