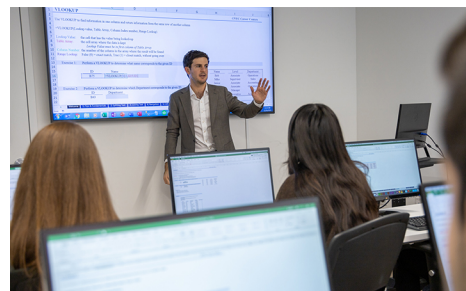


# Microsoft Access Bootcamp

Master Microsoft Access in this two-day, 14-hour bootcamp. You'll learn how to use the Microsoft Access 2016 interface, create tables, make your own relational databases, write queries, and generate advanced reports. By the end of the Microsoft Access Bootcamp, you'll have the essential skills to use MS Access 2016 on the job.

**Group classes in NYC and on-site training is available for this course.**

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