



Microsoft Access Introduction

What you'll learn

- ✓ Getting Started with Access
 - ★ Create an Access file and become acquainted with Access' basic controls
- ✓ The New Ribbon Interface
 - ★ Understand and list Access' different Ribbon tabs and the options it offers
- ✓ Creating a Simple Database
 - ★ Create tables and set their fields appropriately
- ✓ Forms; Queries; Reports and Filters
 - ★ Create Forms, Queries, Reports and Filters

What does our Access Introduction course cover?

Kickstart Your Database Skills!

This great course is for new users of Microsoft Access who want to become productive in the shortest possible time.

It's also recommended for people who have taught themselves Access but are having problems because they don't fully understand how to use the application properly.

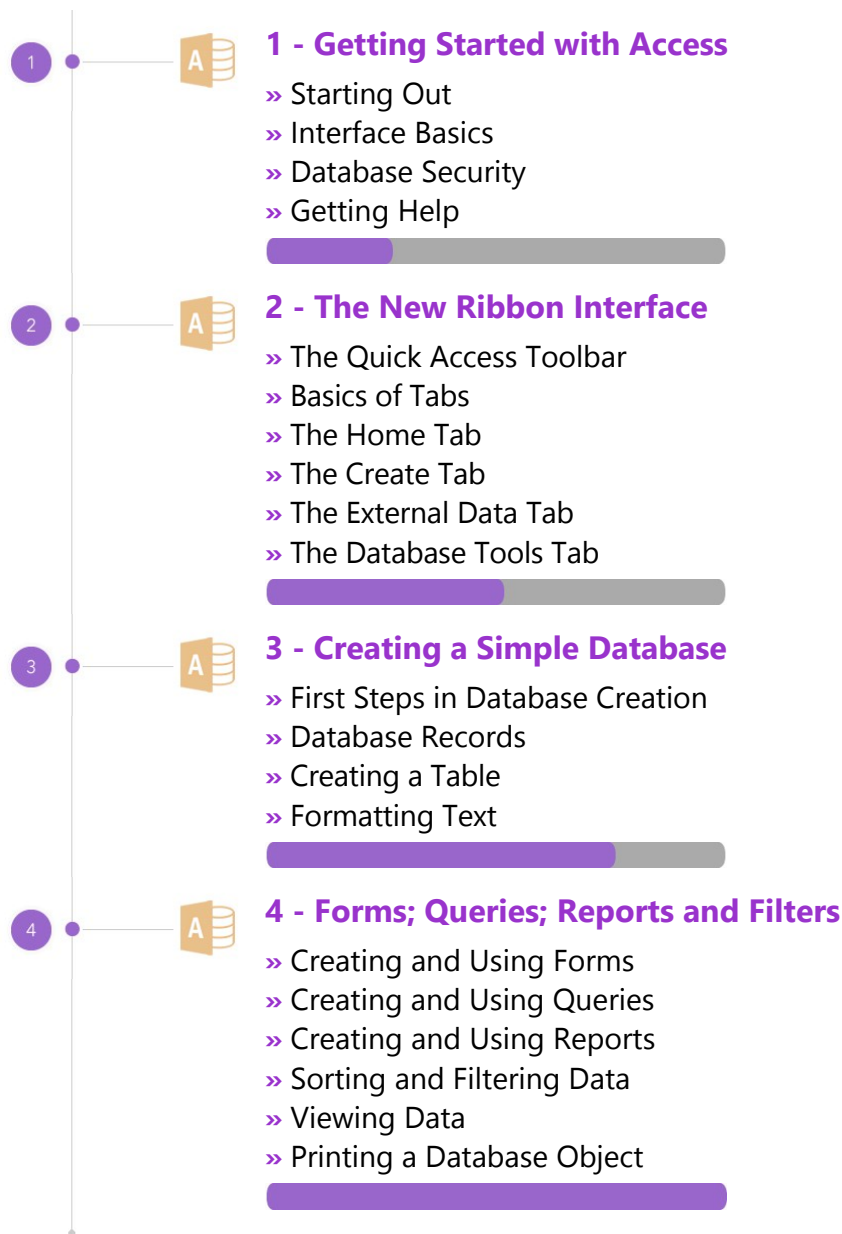
You don't need prior experience with Access, or even database concepts, but should be able to use a PC with the Microsoft Windows operating system.

This Microsoft Access skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft access skills?

Course content for Microsoft Access Introduction



This is a CPD Certified Course



This means that not only has it been rigorously assessed in terms of content and quality, but with the **Diploma** or **Professional** course options, you get a personalized official CPD certificate.

And There's a Great Workbook...

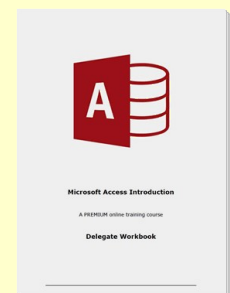
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

Choose the **Development** or **Professional** course options and get your own great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Access Introduction course

Start Creating Powerful Access Databases

Microsoft Access is a powerful application which needs careful setting up. So learning the basics in a structured way is essential.

You start by learning how to get started, use the Access interface and create a simple database that contains your data.

You then move on to simple Forms, Queries, Reports and Filters which enable you to analyse and display your data.

You will now have a solid basis for understanding and using Access to create solid and reliable databases.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning options

This course is delivered as informative, easy-to-watch videos which you can pause, re-run and revisit as often as you like. You can view the content in any order, and review whatever you like at any time.

You also have the following options to choose from:

Fast Track option

You don't get extra learning resources, but it's a quick and easy way to go.

This option is for you if you want good coverage of the subject but have limited time or budget.

Development option

This is the most popular option because it also includes a comprehensive workbook, with exercises which allows you to engage fully and deepen your understanding enormously.

This option is for you if you're serious about your development and don't need a CPD certificate.

Diploma option

This includes the Fast Track course, PLUS a CPD certificate. It's ideal for people who want to learn the subject to an adequate level and achieve a CPD certificate but don't need to maximize their knowledge.

This option is for you if you need a CPD certificate as part of your professional development, or you'd like one to put with your CV.

Professional option

Here, you get everything: the course, PLUS a comprehensive workbook, with exercises, PLUS a CPD certificate. So you maximize your learning, and get an internationally recognised certificate.

This option is for you if you're serious about development, and want credible proof of your progress.

ZandaX

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