



See more at www.zandax.com/courses/access-intermediate

Course information from ZandaX

Microsoft Access 2013/2016 Intermediate

A premier Microsoft Access training course from ZandaX

Course duration: 2 hours of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Advanced File Tasks
 - ★ Identify and use functions to manage and safeguard your database
- ✓ Working with Tables
 - ★ Understand different field types and validation to improve database efficiency
- ✓ Working with Forms
 - ★ Create and customise forms to improve user interaction with your database
- ✓ Working with Reports
 - ★ Create and customise reports for better presentation of your data
- ✓ Working with Queries
 - ★ Create basic and more advanced queries using Access' query tools and wizards

What does our Access 2013/2016 Intermediate course cover?

See the Power of Access

This course takes you swiftly on from the Introduction course, showing you how to link, group and analyze your data.

It's where the power of Access really kicks in, and if your data is too big or complex for spreadsheets, you'll be energized by what you learn here.

Of course, you should have a good working knowledge and understanding of what's covered in the Introduction course.

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 requirements

You should have a good working knowledge and understanding of the concepts covered in the Introduction course.

Who's this course for?

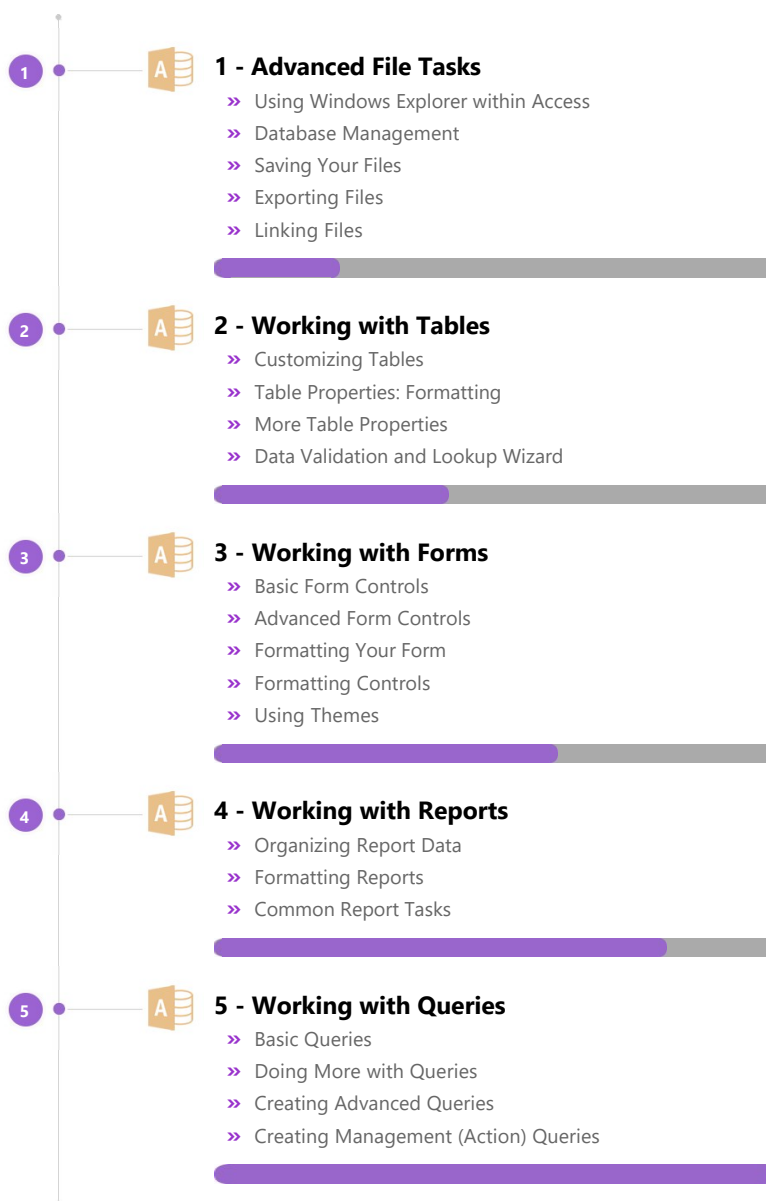
This course has been designed for users with a basic understanding of Microsoft Access who want to consolidate and expand on their knowledge of the basic features in a short space of time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Access 2013/2016 Intermediate



And There's a Great Workbook...

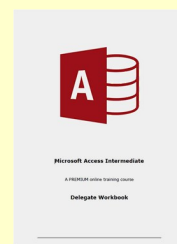
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a 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 2013/2016 Intermediate course

Step Up to Real Functionality

If the Introduction course showed you how to set up the basics, the Intermediate course shows you how to work at a higher level.

You learn about Database Management and working with, saving, exporting, and linking, files.

You then move on to Table properties and data validation; formatting and controlling your Forms, and working effectively with Reports and Queries.

The skills you acquire in this course will enable you to set up commercial-standard databases with a whole host of practical uses.

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

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject. The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/access-intermediate to view the latest details, including related courses, prices and quantity discounts.

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