



COURSE BENEFITS

- Understanding Database Concepts
- Using the Microsoft Access Workspace
- Planning and Building your Database Table
- Understanding Data Types, Mask, and Triggers
- Generating and Customizing forms
- Importing and Exporting Database in Microsoft Access

5 DAYS INTENSIVE TRAINING

DURATION: 18HRS

COURSE DETAILS:

This course is intended for those who want to build their own database or want to work with databases others have created

For individuals
and Businesses

MICROSOFT ACCESS TRAINING



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DAY 1

- An overview of the Access Database
- Navigating the Access workspace
- Understand the Database Basics
- Planning and Building your Database Table

DAY 2

- Building your Database Table in Design View
- Fine Tuning your database table
- Data Remodel
- Understanding Data Types, Mask, Triggers

DAY 3

- Generating Forms
- Customizing Forms
- Managing Data in Form view
- Importing and Exporting Data
- Automatically Editing Data

DAY 4

- Access and the Web
- Filtering and Sorting your Data
- Custom Sorting and Filtering
- Number Crunching with Total Rows
- Advanced User forms Techniques
- Using Window API and handling errors
- Creating Add-ins

DAY 5 Working on Class Project

