



Computer Training: MS Access®

When you complete any of these MS Access® training courses, **you'll receive a certificate** to confirm your proficiency. You can also "pick and choose" topics from any of these courses for [Q&A sessions](#) or [Project Kickstarts](#) (no certificates issued for Q&A or Kickstart sessions). You can also [purchase the workbooks](#) for these courses separately.

Microsoft Access® Introduction

Note: To get the most out of your instruction, we recommend that you first master the skills in our [Computer Literacy](#) course.

Access® helps you track, organize, and retrieve data from a database. The first step in creating a versatile database is correctly structuring your database. This level walks you through creating tables and relationships, and extracting data via basic reports.

Average course time: 3 hours

You'll need:

- [Computer Literacy](#) or equivalent experience
- A working computer with Windows® installed on it
- Microsoft Access® 97 or higher

You'll learn:

- Database design basics
- Opening, closing, and saving
- Creating tables
- Table relationships
- Referential integrity
- Table views
- Sorting and filtering table data
- Creating queries
- Adding calculated fields to queries
- Adding tables to queries
- Adding multiple criteria to queries
- Creating forms
- Generating reports



Microsoft Access® Intermediate

This level builds on database basics by concentrating on how forms, reports, and queries can be created to enter, process, and extract detailed information from your database.

Average course time: 3 hours

You'll need:

- A working computer with Windows® installed on it
- Microsoft Access® 97 or higher
- [Microsoft Access® Level 2](#) or equivalent experience

You'll learn:

- Form and report properties
- Form and report controls
- Wizards
- Subforms
- Moving and resizing controls
- Reports
- Report sections
- Subreports
- Information accuracy
- Input masks
- Data validation
- Action queries
- Parameter queries



Microsoft Access® Advanced

This level puts the finishing touches on your database skills, giving you vital information about protecting your database integrity, and advanced methods of processing data.

Average course time: 3 hours

You'll need:

- A working computer with Windows® installed on it
- Microsoft Access® 97 or higher
- [Microsoft Access® Level 3](#) or equivalent experience

You'll learn:

- Importing data
- Linking tables
- Macros
- About VBA (Visual Basic for Applications)
- Switchboards - advantages and disadvantages
- Startup options
- Command buttons
- Database security
- Encryption and passwords
- Setting up workgroups
- Splitting a database
- Compacting a database