COURSE SYLLABUS

Microsoft Access Bootcamp

Master the essential skills of Microsoft Access in this comprehensive bootcamp. From creating databases and tables to generating reports and sharing data with other applications, you'll gain the knowledge and expertise to manage and analyze large datasets efficiently.

Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://sdfm.graduateschool.edu/courses/microsoft-access-bootcamp



CustomerRelations@graduateschool.edu • (888) 744-4723

Course Outline

This package includes these courses

- Microsoft Access Level I (6 Hours)
- Microsoft Access Level II (6 Hours)

Microsoft Access Level I

- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options
- Organize and manage data stored within Access tables
- Use queries to join, sort, and filter data from different tables
- Use forms to make it easier to view, access, and input data
- Create and format custom reports

Microsoft Access Level II

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.