



Microsoft Access 1

Skill Level: Advanced

The traditional definition of a database is a collection of related data organized into fields, records and tables that has been created for a particular purpose. A Microsoft Access database also includes queries and reports created as a result of manipulating those fields, records, and tables. As such Microsoft Access is more than a tool used to store data - it is a complete database management system (DBMS).

This class is designed to cover the basics of creating and maintaining a useful database. Whether you are a home user trying to keep track of family, friends, recipes, budgeting or an entrepreneur creating a database of customers, Microsoft Access will make organizing, sorting, searching and reporting your data quick and easy.

A working knowledge of spreadsheets, tables or our Microsoft Excel class is recommended.

Some of the things you will learn in this class:

- How to create a database
- Navigation Pane
- Naming Conventions
- Tables – design, data type, data fields
- General/Lookup Tabs
- Primary Key
- Design/Format Entry Forms
- Building Queries from tables and other queries
- Query Criteria
- Design/Format Reports – including labels
- Drop Down Lists
- Relational tables
- And more!

Whether you need classroom style training for your entire company, a group presentation or a one-on-one class, we have a class for you!

For questions or to schedule a class, call 231.631.7918 or email info@tctrainme.com.