



Microsoft Access 2

Skill Level: Advanced

Microsoft Access is a powerful Database Management tool. This class is designed to pick up where our Microsoft Access Level 1 course ended. We will begin with a quick review of our database rules and structure. We learn how to design more in depth relational tables and queries. We cover the various advanced queries including crosstab, append, delete and update. We also add command buttons and formulas to our reports and input forms.

Our Excel and Access 1 classes are highly recommended prior to taking this class.

Some of the things you will learn in this class:

- Correct Database Structure
- Configuring Relationships between Tables & Queries
- Append, Update and Delete Queries
- Crosstab Queries
- Make Table Queries
- Importing & Exporting database information
- Command Buttons
- 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.