



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.

Level 1 Computer Literacy

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

Microsoft Access® Level 2

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® Level 3

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® Level 4

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