Access Specialist Certification Program

Become a certified expert in Microsoft Access with our comprehensive program that includes an Access Essentials class, private training, and an Access Certification exam.

For more information, visit
https://cl.nobledesktop.com/courses/access-specialist-certification-bundle

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Course Outline

This package includes these courses
- Microsoft Access Level I (6 Hours)
- Microsoft Access Level II (6 Hours)

This package also includes two hours of private training, the Microsoft Access Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group class.

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.