



See more at www.zandax.com/courses/access-introduction

Course information from ZandaX

Microsoft Access 2013/2016 Introduction

A premier Microsoft Access training course from ZandaX

Course duration: 2 hours of highly focused content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Getting Started with Access
 - ★ Create an Access file and become acquainted with Access' basic controls
- ✓ Using the Ribbon Interface
 - ★ Understand and list Access' different Ribbon tabs and the options it offers
- ✓ Creating a Simple Database
 - ★ Create tables and set their fields appropriately
- ✓ Forms, Queries, Reports and Filters
 - ★ Create Forms, Queries, Reports and Filters

What does our Access 2013/2016 Introduction course cover?

Kickstart Your Database Skills!

This great course is for new users of Microsoft Access who want to become productive in the shortest possible time.

It's also recommended for people who have taught themselves Access but are having problems because they don't fully understand how to use the application properly.

You don't need prior experience with Access, or even database concepts, but should be able to use a PC with the Microsoft Windows operating system.

This Microsoft Access skills training course, like all our courses, has been developed over many years of classroom and online delivery. Content has been thoroughly researched and is constantly updated so it's always leading edge. It's delivered by professional presenters and is full of practical knowledge and solutions.

Still wondering whether to do the course?

Just think about this: how much would you benefit if you had better Microsoft access skills?

Course requirements

You should be proficient in using a PC with the Windows operating system, but no prior experience with Access is required.

Who's this course for?

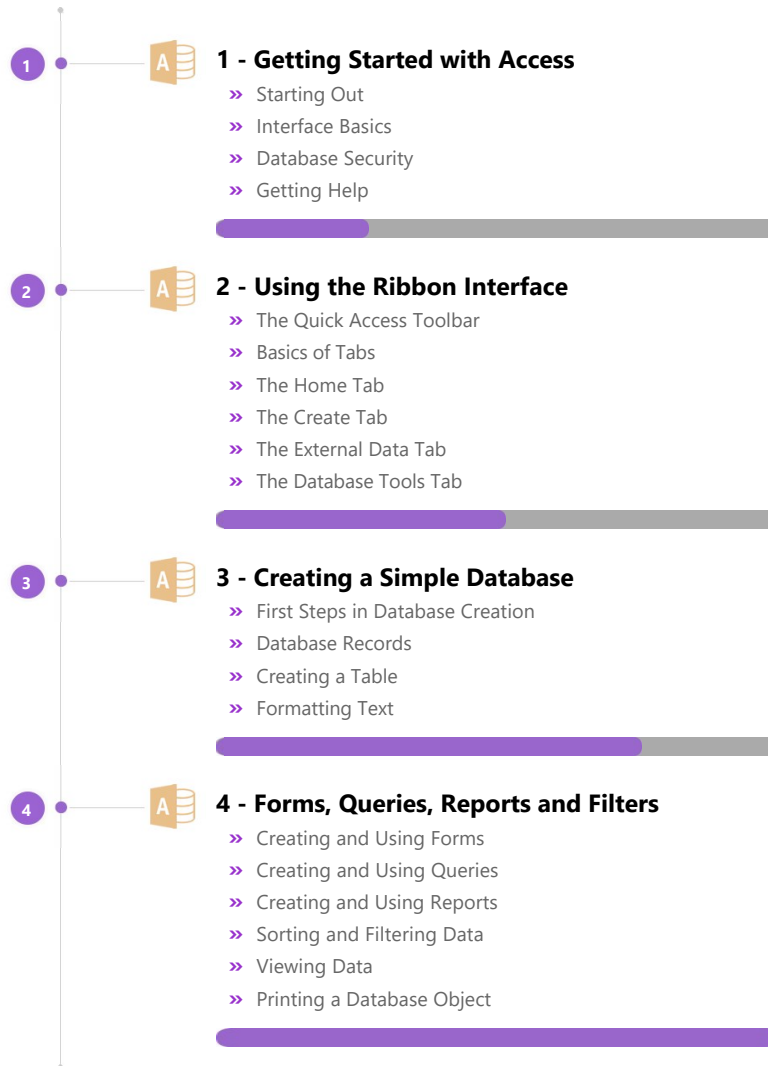
The course is intended for new users of Microsoft Access who want to become productive in the shortest possible time.

CPD accredited course



This course is CPD accredited, which means that not only has it been rigorously assessed in terms of content and quality by the CPD, but you have learning options (see below) to get your own official CPD certificate.

Course content for Microsoft Access 2013/2016 Introduction



And There's a Great Workbook...

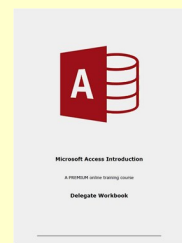
The CPD certificate you get with the Diploma and Professional course options will be your proof of **where you are**.

How about realizing your **full potential**?

The course comes with a great, results-focused downloadable workbook.

The workbook features:

- Demonstrations of how to do each lesson
- Space for **your own notes** alongside the lessons
- Skill Sharpeners to practice and hone your skills
- **Downloadable exercise files** for you to practice on



More about the ZandaX Microsoft Access 2013/2016 Introduction course

Start Creating Powerful Access Databases

Microsoft Access is a powerful application which needs careful setting up. So learning the basics in a structured way is essential.

You start by learning how to get started, use the Access interface and create a simple database that contains your data.

You then move on to simple Forms, Queries, Reports and Filters which enable you to analyse and display your data.

You will now have a solid basis for understanding and using Access to create solid and reliable databases.

Watch the modules, revisit them time and again ... and have fun with improving your skills!

Learning format

The course is offered as follows:

You'll learn using easy-to-follow on-screen videos which you can pause, re-run and revisit as often as you like, and also through interactive content with short quizzes and questions appropriate to the course subject. The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. You also get interactive content, a comprehensive workbook, with exercises and a course certificate as evidence that you have invested in your skills as part of your professional development.

View this course online

Visit our website at www.zandax.com/courses/access-introduction to view the latest details, including related courses, prices and quantity discounts.

ZandaX

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