



See more at www.zandax.com/courses/access-365-introduction

Course information from ZandaX

Microsoft Access 365 (2019) Beginners

A premier Microsoft Access training course from ZandaX

Course duration: 7 hours 30 minutes of comprehensive content (Revisit, review and revise as often as you want)

What you'll learn

- ✓ Introduction
- ✓ Getting Started with Access 2019
- ✓ The Ribbon and Toolbars
- ✓ Keyboard Shortcuts and Key Tips
- ✓ Access Options
- ✓ Tables
- ✓ Importing Data
- ✓ Backup, Restore and Repair
- ✓ Datasheet View
- ✓ Relationships
- ✓ Forms
- ✓ Subforms
- ✓ Queries
- ✓ Expressions
- ✓ Reports
- ✓ Printing
- ✓ More Data Types
- ✓ More About Forms
- ✓ Exporting
- ✓ Application Parts
- ✓ More Access Options
- ✓ Info Tab
- ✓ Course Close

What does our Access 365 (2019) Beginners course cover?

Build Your Database Skills the Right Way!

Microsoft Access is a great tool for when your data outgrows spreadsheets: it's user-friendly and ideal for general office users.

Our Microsoft Access Beginners course has been designed for new users of MS Access who want to become productive in the shortest time.

It's also recommended for people who haven't had formal training, but aren't performing so well because they don't fully understand how to use the application properly.

In this course, we start at the beginning, assuming you know nothing about Microsoft Access, and take a project approach, which means you build your database as we go along.

By the end of the course, you'll have a functioning database that you can use as a model and reminder for future work.

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 completely interactive 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?

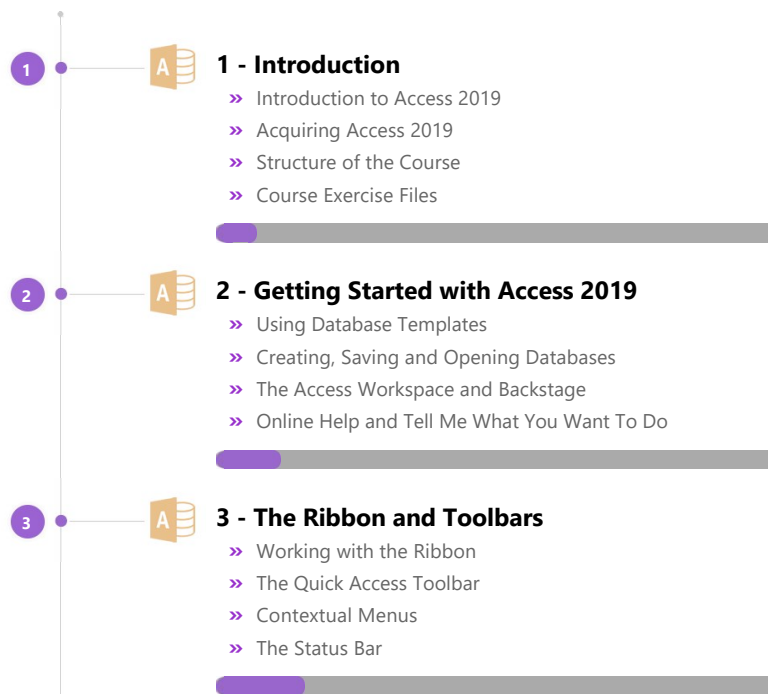
Course requirements

















You should be proficient in using a PC with the Windows operating system. No prior experience with Access is required, though familiarity with Microsoft Excel is preferable.

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.

Course content for Microsoft Access 365 (2019) Beginners



4		4 - Keyboard Shortcuts and Key Tips <ul style="list-style-type: none">» Keyboard Shortcuts» Key Tips	
5		5 - Access Options <ul style="list-style-type: none">» Exploring Access Options	
6		6 - Tables <ul style="list-style-type: none">» Creating a Table and Fields» Indexed Field» Lookup Wizard» Numeric Fields» Practice Exercise 01	
7		7 - Importing Data <ul style="list-style-type: none">» Importing Data from Excel» Practice Exercise 02	
8		8 - Backup, Restore and Repair <ul style="list-style-type: none">» Backing up your Database» Compact and Repair	
9		9 - Datasheet View <ul style="list-style-type: none">» Design in the Datasheet View» Sorting and Filtering in Datasheet View» Entering and Modifying Data in Datasheet View	
10		10 - Relationships <ul style="list-style-type: none">» Creating a Link Table» Setting up Relationships» Practice Exercise 03	
11		11 - Forms <ul style="list-style-type: none">» Creating a Form» Modifying a Form» Practice Exercise 04» Forms in Layout View» Forms in Design View» Form Design» Practice Exercise 05	

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12 - Subforms

- » Setting Up Subforms - Part 1
- » Setting Up Subforms - Part 2
- » Setting Up Subforms - Part 3
- » Practice Exercise 06



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13 - Queries

- » Creating a Query
- » Joins
- » Query Wizard
- » Practice Exercise 07



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14 - Expressions

- » Setting Up Validations
- » Calculation using Expressions



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15 - Reports

- » Basic Reports
- » Report Design
- » Complex Reports
- » Practice Exercise 08



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16 - Printing

- » Printing and Print Properties



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17 - More Data Types

- » Yes/No, OLE Objects and Hyperlink Data Types



18



18 - More About Forms

- » Form Controls
- » Form Themes
- » Navigation Forms



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19 - Exporting

- » Exporting an Access Database



20		20 - Application Parts	» Adding Application Parts to a Database	<div style="width: 70%;"></div>
21		21 - More Access Options	» Additional Access 2019 Options	<div style="width: 85%;"></div>
22		22 - Info Tab	» Edit Database Properties and Encrypt with Password	<div style="width: 95%;"></div>
23		23 - Course Close	» Course Close	<div style="width: 100%;"></div>

More about the ZandaX Microsoft Access 365 (2019) Beginners course

Learn to Build Fully Functional Access Databases

Our Microsoft Access Introduction course shows you how to set up solid and functional databases from scratch.

We begin with where to start, whether to use a template or not, and how to modify Access to suit your needs.

Then, we show you how tables work in Access and how to create relationships between them.

Next, you'll learn about creating forms and sub-forms, how to run queries and print from Access.

We also show you how to start to use macros, the basics of the Access web app, and how to export and report in Access.

With all this under your belt, your work in Access will be solid, reliable and easily accomplished. You won't look back!

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.

You also get accompanying exercises that you can use to reinforce your learning.

The course is arranged into modules, each with several lessons. Refer to the course content for more details on what's covered. This combination of videos and interactive content will enable you to get a thorough understanding of the subject.

View this course online

Visit our website at www.zandax.com/courses/access-365-introduction to view the latest details, including related courses, prices and quantity discounts.



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