



Access Programming Training Course

Project Based Immersive Learning Course

Access Programming Training Course Overview

Microsoft Access is a database management system that links the relational Microsoft Jet Database Engine with software development tools and graphical user interfaces. Its main purpose is to help users in efficiently analyzing and controlling a large amount of data, while also allowing them to create application software. Due to its ability to swiftly fulfill various small-scale database solutions, MS Access is widely used by businesses. To help individuals effectively use Microsoft Access in their daily job, a specialized training has been designed. This training aims to provide delegates with the necessary knowledge and skills to navigate the different access areas and build solutions that match their business requirements. The course is delivered by highly skilled trainers who will guide learners in improving their work productivity.

Benefits of Access Programming Training Course:

Microsoft Access is a powerful Database Management System (DBMS) that offers numerous benefits to users. It enables businesses to efficiently manage and analyze large amounts of data, creating customized solutions to match their specific needs. MS Access provides an easy-to-use

interface, making it accessible for users with varying levels of technical expertise. Additionally, it can seamlessly integrate with other Microsoft products such as Excel, allowing for easy data transfer and analysis. MS Access also offers advanced security features, enabling users to control access to sensitive information. Overall, Microsoft Access provides a cost-effective and efficient solution for businesses requiring small-scale database solutions.

Who should learn?

- Data analysts
- Project managers
- Business owners
- Administrative assistants
- Anyone who wants to improve their productivity

Why do you need Access Programming Training Course?

Average Salary Growth:

Microsoft Access professionals, as salaries can vary widely depending on factors such as location, industry, experience, and job responsibilities. According to the website Payscale, the average salary for a Microsoft Access professional in the United States is around \$52,000 per year, with the potential to earn up to \$87,000 per year with experience and additional skills. With experience and expertise, individuals can expect to earn higher salaries.

Industries:

The demand for Microsoft Access professionals may vary depending on the industry and the size of the organization. However, some industries where Microsoft Access skills are in high demand include healthcare, finance, government, education, and retail. Some examples of

companies that may require Microsoft Access skills include: IBM, Accenture, Deloitte, Ernst & Young (EY), KPMG, PwC (PricewaterhouseCoopers), Microsoft, Oracle, SAP and Amazon.

Position in Market:

The U.S. Bureau of Labor Statistics projects that employment of database administrators, a category that includes professionals who work with Microsoft Access, is expected to grow by 10% from 2019 to 2029, which is much faster than the average for all occupations. Additionally, according to the job search website Indeed, job postings that require Microsoft Access skills have increased in recent years.

Designations:

- Data Analysts
- Database Administrators
- Project Managers
- Business Analysts

Why Access Programming Training Course from Education Nest

- **Free Demo on Request**
- **Live Interactive Learning**
- **Lifetime Access**
- **Flexible Schedules**
- **24x7 Support**
- **One on One Doubt Clearing**
- **Real Time Project-Based Learning**
- **Certificate Oriented Curriculum**

Key Skills Covered:

- Creating and managing databases and their tables
- Configuring restrictions
- Rules for the different kinds of data
- Developing and running queries effectively.
- Making reports so the data can be shown in an understandable format
- Creating macros to reduce multi-step tasks
- Allowing export and import of data from external sources

Access Programming Training Course Syllabus

Module 1: (Explore an Access Database)

- Working in Access
- Understanding Database Concepts
- Exploring Tables
- Exploring Forms
- Exploring Queries
- Exploring Reports
- Previewing and Printing Access Objects

Module 2: (Create Databases and Simple Tables)

- Creating Databases from Templates
- Creating Databases and Tables Manually
- Manipulating Table Columns and Rows
- Refining Table Structure

- Creating Relationships Between Tables

Module 3: (Create Simple Forms)

- Creating Forms by Using the Form Tool
- Changing the Look of Forms
- Changing the Arrangement of Forms

Module 4: (Display Data)

- Sorting Information in Tables
- Filtering Information in Tables
- Filtering Information by Using Forms
- Locating Information That Matches Multiple Criteria

Module 5: (Create Simple Reports)

- Creating Reports by Using a Wizard
- Modifying Report Design
- Previewing and Printing Reports

Module 6: (Maintain Data Integrity)

- Restricting the Type of Data
- Restricting the Amount of Data
- Restricting the Format of Data
- Restricting Data by Using Validation Rules
- Restricting Data to Values in Lists
- Restricting Data to Values in Other Tables

Module 7: (Create Custom Forms)

- Modifying Forms Created by Using a Wizard
- Adding Controls
- Adding Subforms
- Using E-Mail Forms to Collect Data

Module 8: (Create Queries)

- Creating Queries by Using a Wizard
- Creating Queries Manually
- Using Queries to Summarize Data
- Using Queries to Perform Calculations
- Using Queries to Update Records
- Using Queries to Delete Records

Module 9: (Create Custom Reports)

- Creating Reports Manually
- Modifying Report Content
- Adding Subreports

Module 10: (Import and Export Data)

- Importing Information
- Exporting Information
- Copying to and from Other Office Programs

Module 11: (Make Databases User Friendly)

- Creating Navigation Forms
- Creating Custom Categories
- Controlling Which Features Are Available

Module 12: (Protect Databases)

- Assigning Passwords to Databases
- Splitting Databases
- Securing Databases for Distribution
- Preventing Database Problems

Module 13: (Customize Access)

- Changing Default Program Options
- Customizing the Ribbon
- Customizing the Quick Access Toolbar

Career Support

Profile Building:

Experienced professionals are available to offer tailored assistance in crafting your CV and online profiles, taking into account your unique educational and experiential background.

Interview Preparation:

The upcoming interview preparation service will include personalized one-on-one sessions and the option for mock interviews if needed.

Job Referrals:

At Education Nest, we receive a variety of job requirements from diverse sources such as organizations, our clients, HR consultants, and a vast network of Education Nest currently employed in different companies. We strive to meet these varied requirements to the best of our abilities.

Continuous Support:

We offer continuous support for as much time as you need it, and a considerable number of our learners receive multiple interviews offers and promising employment opportunities as a result of the abilities they gain during the program.