



MICROSOFT TRAINING

Microsoft Access Training Course

Master Microsoft Access to design, create, and manage robust databases efficiently. Organize your data effectively and build powerful applications.

DURATION

2 hours

LEVEL

Intermediate

FORMAT

Instructor-Led

-
- Globally Recognized Certification
 - Expert-Led Hands-On Training
 - Flexible Scheduling

Computer Pride | 1st Floor, ICEA Building, Kenyatta Avenue, Nairobi | www.computer-pride.co.ke

COURSE OVERVIEW

This intermediate Microsoft Access training course from Computer Pride is meticulously designed to transform you from a basic user into a proficient data manager. Microsoft Access is a powerful relational database management system (RDMS) that enables individuals and small businesses to efficiently store, organize, and analyze information. This course delves deeper into the core functionalities, equipping you with advanced techniques to build robust databases and extract meaningful insights.

Over 2 intense hours, you will master advanced table design, complex querying methods, user-friendly form creation, and professional reporting. You will learn to manipulate data with greater precision, automate routine tasks, and create intuitive interfaces for data entry and retrieval. The course emphasizes practical application, ensuring you gain hands-on experience in managing larger datasets and creating custom solutions tailored to specific organizational needs.

The professional benefits of this course are immense. You will enhance your ability to make data-driven decisions, significantly boost your organizational productivity, and become an invaluable asset in any role requiring efficient data handling and analysis. This certification will sharpen your analytical skills, improve data integrity, and position you for roles that demand a strong command of database management.

Duration	2 hours
Level	Intermediate
Vendor	Microsoft

COURSE CURRICULUM

01 Module 1: Advanced Table Design and Relationships

- Review of data types and field properties
- Designing effective primary and foreign keys
- Enforcing referential integrity rules
- Indexing tables for performance optimization
- Implementing lookup fields and input masks

02 Module 2: Mastering Queries for Data Extraction and Manipulation

- Review of advanced Select Queries
- Creating Parameter Queries for dynamic results
- Utilizing Action Queries (Make Table, Append, Update, Delete)
- Building Cross-tab Queries for summary analysis
- Incorporating calculated fields within queries

03 Module 3: Designing User-Friendly Forms for Efficient Data Entry

- Creating forms using wizards and from scratch
- Adding and configuring various form controls (text boxes, combo boxes, list boxes, buttons)
- Understanding form properties and events
- Integrating subforms for displaying related data
- Developing navigation forms for enhanced user experience

04 Module 4: Professional Reporting and Data Output

- Generating reports with the Report Wizard

- Customizing report layout and design
- Grouping and sorting data effectively in reports
- Adding calculated controls to reports
- Exporting Access data to Excel, PDF, and other formats

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Data Management Assistant**
- > **Junior Business Intelligence Analyst**
- > **Office Administrator with Advanced Data Responsibilities**

FREQUENTLY ASKED QUESTIONS

Q: How will this intermediate Microsoft Access course enhance my ability to manage data compared to basic Access knowledge?

This intermediate course moves beyond fundamental data entry and simple query creation. You'll learn to design more robust relational databases with advanced table properties, create dynamic parameter and action queries for automated data manipulation, build sophisticated forms for efficient user interaction, and generate professional, analytical reports. This significantly elevates your capability to manage, analyze, and present complex datasets effectively.

Q: What specific real-world data challenges can I expect to solve after completing this 2-hour training?

Upon completion, you'll be equipped to solve common data challenges such as streamlining inventory management, tracking customer orders with related details, generating custom sales reports based on varying criteria, consolidating data from multiple sources, and building user-friendly interfaces for colleagues to input and view data without direct database exposure. You'll gain practical skills to automate routine data tasks and extract meaningful insights.

Q: Are there any prerequisites for this Intermediate Microsoft Access Training Course, and which version of Access is primarily used?

While designed for intermediate users, a basic understanding of Microsoft Access concepts, such as creating simple tables and running basic select queries, is highly recommended to maximize your learning. The course is generally compatible with recent versions of Microsoft Access (e.g., Access 2016, 2019, or Microsoft 365 Access), ensuring the skills learned are current and widely applicable across various professional environments.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading

technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

Location

1st Flr, ICEA Building
Kenyatta Ave, Nairobi

Email

info@computer-pride.co.ke

Phone

+254 705 900 900

www.computer-pride.co.ke