

Microsoft Access

GET A CERTIFIED DIPLOMA



Microsoft Access is a tool to manage information that helps you store information for reference, reporting and analysis.

Is this the right course for you?

This course will help you to overcome limitations you may find when you try to manage large amounts of information. Learn how to build databases to store and retrieve your data more efficiently with Access.

Learning outcomes

Upon completion of this course you will know how to:

- Create a new database.
- Create tables and new data types.
- Import and enter data.
- Add validation rules
- Sort and filter table data.
- Build queries.
- Design forms.
- Create reports.
- Attach macros to buttons and tables.

Course Duration & Price

- 2 weeks of half-day periods.
- The group is limited to a maximum of 6 students.
- 10 sessions: CHF 1.100.
- Chèque Annuel de Formation.

Admission requirement

- Knowledge of Excel and Word.

Certification

To qualify for your official certificate you must pass the final exam.
Participant will receive a certificate of presence.