Designing and Creating Databases
with Microsoft® Access

This Microsoft Office Access course is intended to help those who are learning Access and do more with their database by exploring form controls and data management.

Highlights of the course include using tables, queries, forms, and reports. We'll also discuss exporting to Excel to annalyse with PivotTables and PivotCharts.

Audience
Beginner-Level Database and Microsoft Excel and Access Users, General Managers, Database Managers, Database Developers and Programmers.

This course requires the following prerequisites:
- User Knowledge of Microsoft Windows.
- Beginner Knowledge of Microsoft Access.

Topics

Module 1: The Basics	**Module 7: Creating Reports**
Module 2: Your First Database	**Module 8: Formatting Reports**
Module 3: Working with Tables and Records	**Module 9: Creating Basic Queries**
Module 4: Formatting Tables	**Module 10: Creating Advanced Queries**
Module 5: Creating Forms	**Module 11: Managing Your Database**
Module 6: Formatting Forms	**Module 12: Customizing the Interface**