

Access Specialist Certification Program

Become a certified expert in Microsoft Access with our comprehensive program that includes an Access Essentials class, private training, and an Access Certification exam.

Group classes in Live Online and onsite training is available for this course. For more information, email onsite@graduateschool.edu or visit: <https://www.graduateschool.edu/courses/access-specialist-certification-bundle>



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Course Outline

This package includes these courses

- Microsoft Access Level I Course (6 Hours)
- Microsoft Access Level II Course (6 Hours)

This package also includes two hours of private training, the Microsoft Access Specialist Exam (with a free retake), and proctoring for the exam. Schedule the private training and exam after you complete the group class.

Microsoft Access Level I Course

- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options
- Organize and manage data stored within Access tables
- Use queries to join, sort, and filter data from different tables
- Use forms to make it easier to view, access, and input data
- Create and format custom reports

Microsoft Access Level II Course

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.