



EXPRESS GRANT PROGRAM For SMALL BUSINESS

Free to Qualified Agencies
Incumbent Worker Training

Microsoft Access

2013/2016/2019



OPERATION ABLE



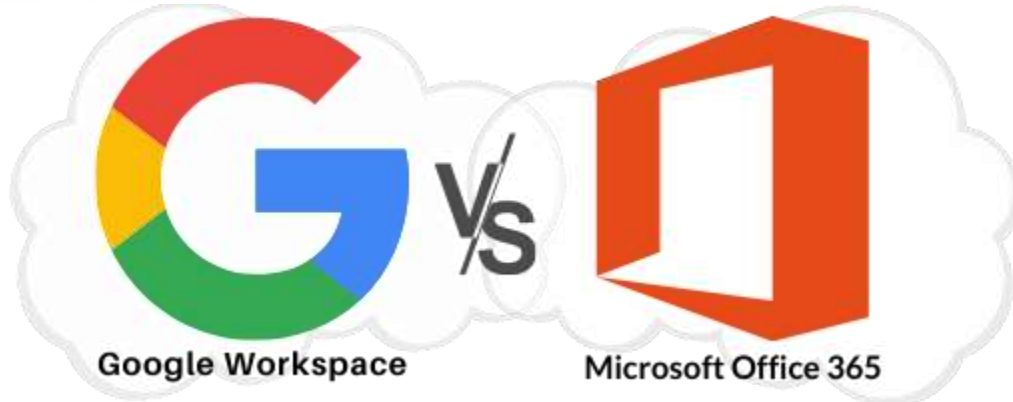
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Index

Online Course Requirements Course Listing Footnotes Course Pricing MICROSOFT ACCESS Introduction and Application Level 2	OPERATION ABLE CONTACT INFORMATION
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All Operation ABLÉ training classes are activity-based and taught by a live instructor. You can attend training live online at the scheduled time the course is offered through a screen-sharing software called Zoom (free for you). Our live online instructors teach you from a remote location while you attend from your home or work. Once health issues permit us to interact with students in a traditional classroom setting, you may schedule on-site training in our Boston computer labs or at your corporate location.

Online Course Requirements:

- You should have basic computer knowledge.
- Ensure that Microsoft Office is installed on your Windows PC computer. The MS Office Versions That Are Applicable: 2019, 365, 2016, & 2013
- Not Appropriate For: Macintosh versions of MS Office or Tablets
- Instructors use Microsoft Office version 365 (Microsoft Windows PC) Software and Courseware

Course Listing Footnotes

- These courses have been approved by Commonwealth Corporation effective 8/10/2021
- These courses are eligible for state funding through a grant. Please call Steve at 617-501-2151 for assistance with a grant to fund courses.
- Course can be customized to your training needs
- Course is scheduled based on dates you provide (Subject to instructor availability)
- We usually require about 4 weeks lead-time to arrange a training session
- All six-hour courses can be done over 1, 2, or 3 days

Course Pricing

- Per person or group rates prices to suite all your needs. (See each course for alternatives)
- When selecting training curriculum, please choose the course number appropriate for each pricing alternative

Microsoft Access Introduction and Application



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131666	Course Number: 1132101
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: You should have basic computer knowledge.

Course Objective: At the end of Microsoft Access Introduction and Application, the student will be able to design, develop, and implement a proprietary database. The course starts with understanding a database and quickly evolves into table creation and entering data. Understanding how the data enters the database the student is then exposed to understanding data types and field properties. Students then perform foundational tasks such as creating tables, reports, and queries. Later stages of the class focus on data retrieval, sorting, and specialized filters. There is no prerequisite to the class, however, some exposure to excel and or word is helpful.

Microsoft Access Level 2 - Intermediate



Group Rate: \$1,800	Per Person Rate: \$250 (Min. of 4 attendees)
Course Number: 1131667	Course Number: 1132102
This six-hour course can be done over 1, 2, or 3 days	

Prerequisite: Microsoft Access - Level 1 or comparable Access experience.

Course Objective: Access Level 2 Course Objectives: Students will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms, and reports, insert background images and charts; and create specialized objects such as lookup fields, sub forms, and sub reports, navigation forms, and calculated fields. The prerequisite is Access Level 1.



Operation ABLÉ contacts for the EXPRESS GRANT PROGRAM For SMALL BUSINESS

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- Google Workspace, formally Google Suite, aka G-Suite, branding, and introduction announced 10/2020.
- Operation ABLÉ instructs as an Independent QuickBooks Training facility.

