



# EXPRESS GRANT PROGRAM For SMALL BUSINESS

Free to Qualified Agencies  
Incumbent Worker Training

## MICROSOFT ACCESS

WINDOWS 10 & SUCCESSORS



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### Microsoft Access Introduction and Application



<b>Group Rate: \$1,800</b>	<b>Per Person Rate: \$250 (Min. of 4 attendees)</b>
<b>Course Number: 1131666</b>	<b>Course Number: 1132101</b>
<b>Express Course C-2935</b>	<b>Express Course C3505</b>
<b>This six-hour course can be done over 1, 2, or 3 days</b>	

**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-Advanced



<b>Group Rate: \$1,800</b>	<b>Per Person Rate: \$250 (Min. of 4 attendees)</b>
<b>Course Number: 1131667</b>	<b>Course Number: 1132102</b>
<b>Express Course C-3902</b>	<b>Express Course C-3506</b>
<b>This six-hour course can be done over 1, 2, or 3 days</b>	

**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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