

Microsoft Access 2024 Training

Course Duration: 24 Hours

Course Code: MSA-2024-ADV

1. Course Overview

Microsoft Access 2024 Training is designed to help learners build, manage, and analyze databases efficiently. This course covers everything from basic database concepts to advanced data handling, forms, queries, and reporting techniques using the latest features of Access 2024.

2. What You'll Learn

- Understand database fundamentals and Access interface
- Create and manage tables, relationships, and data types
- Design forms for user-friendly data entry
- Build and run queries to extract meaningful data
- Generate professional reports
- Automate tasks using macros
- Implement data validation and security features

3. Target Audience

- Students and beginners interested in database management
- Office professionals handling data and reports
- Data entry operators and MIS executives
- Business owners managing customer or inventory data
- Anyone looking to improve data organization skills

4. Pre-Requisites

- Basic knowledge of computers
- Familiarity with Microsoft Office tools (Excel preferred)
- No prior database knowledge required (beginners welcome)

5. Course Content

Module 1: Introduction to MS Access 2024

- Overview of databases
- Access interface and navigation

Module 2: Working with Tables

- Creating tables
- Data types and field properties
- Primary keys

Module 3: Relationships & Data Integrity

- Creating relationships
- Referential integrity

Module 4: Queries

- Select queries
- Action queries
- Query criteria and expressions

Module 5: Forms

- Creating forms
- Form controls and customization

Module 6: Reports

- Designing reports

- Formatting and printing

Module 7: Macros & Automation

- Creating macros
- Automating tasks

Module 8: Advanced Features

- Data import/export
- Security and database optimization

