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**Learning Style: On Demand**

**Technology: Microsoft**

**Difficulty: Beginner**

**Course Duration: 2 Hours**

## Microsoft Access: Creating a Database



## **About this course:**

What's MS Access? MS Access is an MS DBMS, which incorporates Microsoft's relational Jet DB Engine with a software development tools and visual user interface. With this starter course, participants will explore how to build and develop databases. Study the fundamentals of queries, formatting, formulas, functions, and data analysis inside Microsoft's DB system.

## **Course Objective:**

- Understanding of how to create a Relational DB
- Learn how to create tables
- How to test your DB
- Create and modify simple query's
- How to create forms
- Modify and set up tables

## **Audience:**

This online training is designed for:

- This program is intended for basic students of MS Access

## **Prerequisites:**

- This online training course does not have prerequisites.

## **Suggested prerequisites courses:**

- Access-2013: Beginner

## **Course Outline:**

**Lesson 1: Before Creating a Database**

**Lesson 2: Creating a Relational Database**

**Lesson 3: Table Creation**

**Lesson 4: Relationships**

**Lesson 5: Testing Your Database**

**Lesson 6: Setting Up and Modifying Tables**

**Lesson 7: Creating Forms**

## Lesson 8: Creating Simple Query's

## Lesson 9: Modifying Simple Query's

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