Microsoft Access 2000 Beginners to Expert

You will learn to:
- Plan and create new databases
- Enter data into tables
- Use forms and views within Access
- Create queries to extract information

Who will benefit:
Every computer user who wants to:
- Develop an understanding of databases and the use of Microsoft Access 2000
- Build a solid background and develop expert skills when using Access

Module 1: Microsoft Access 2000 Fundamentals
- Identify the concepts related to databases and the features of Access 2000
- Create and maintain tables and table data
- Locate and manipulate data

Module 2: Microsoft Access 2000 Proficient User
- Use Access 2000 to maintain tables and table data
- Manage Access 2000 data
- Create and modify forms
- Create and modify report formats

Module 3: Microsoft Access 2000 Expert User
- Create and refine queries
- Create, modify and enhance the forms in the Design view
- Create, modify and enhance reports
- Secure and enhance the performance of an Access 2000 database

Course Length:
- Self-paced (est. 18-20 hours)

License:
- 60 Days license

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