

Course Code: **M267**

Microsoft Access Essential Training

COURSE INFORMATION

Sessions
2 days

Duration
15 hrs

Level
Beginner

Assessment
NA

VENUE

Address: 3/5 Esan Close, College Estate, Off Oko Oloyun Street, Off Isheri-Igando Expressway, Igando Lagos, Nigeria 100216.

WHAT'S THIS COURSE ABOUT

Topic 1. Getting Started

Key database concepts

Launching Access and the backstage screen

Creating the database file

Understanding the Trust Center

Digging into Ribbon tabs

Using the Navigation pane

Using the Tell Me feature

Using the Quick Access Toolbar

Signing in to a Microsoft account

Making backups

Accessing Access help

Topic 2. Creating Tables

Understanding table structure and relationships

Creating a table and setting data types

Entering data

Understanding primary and foreign keys

Importing...

COURSE FEE

Full Fee NGN 340,000.00

CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

REGISTRATION

<https://www.tertiarycourses.com.ng/microsoft-access-essential-training-in.html>



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Email: info.tertiarycourses.ng@gmail.com

Tel: +234 813 093 230