

## MICROSOFT ACCESS FUNDAMENTALS

*“Unlock the Power of Databases: Manage, Organize, and Analyze Data Efficiently Using Microsoft Access.”*

### Schedule

Venue (InHouse)	Fees
At Your Organization Premises	Ask For The Quotation

► **Available delivery methods:** In-House Training

### Introduction

Microsoft Access is a powerful database management system that enables organizations to store, organize, and analyze large volumes of data efficiently. Proficiency in Access allows users to create structured databases, generate queries, and produce reports that support informed decision-making.

The Microsoft Access Fundamentals course provides participants with practical, hands-on training to design, develop, and manage relational databases. Through interactive exercises and real-world scenarios, participants will learn how to create tables, relationships, forms, queries, and reports, equipping them with the foundational skills to manage organizational data effectively.

### Objectives

By the end of this course, participants will be able to:

- Understand the fundamentals of database concepts and relational databases.
- Navigate the Microsoft Access interface and key features.
- Create and manage tables, fields, and relationships.
- Develop queries to retrieve and manipulate data efficiently.
- Design forms for user-friendly data entry and interaction.
- Generate professional reports for data presentation and decision-making.
- Apply best practices for data integrity, validation, and security.
- Build confidence in managing and analyzing organizational data.

## Why Attend

Database management is critical for accurate and efficient data handling in organizations. This course equips participants with practical skills to manage large datasets, streamline data operations, and produce meaningful reports. Attendees will gain the confidence to organize and analyze data, improving productivity and decision-making capabilities.

## Target Audience

This course is suitable for:

- Administrative and Office Professionals
- Data Analysts and Reporting Officers
- IT and Database Support Staff
- Project Managers and Coordinators
- Anyone seeking foundational skills in Microsoft Access

## Individual Benefits

- Gain proficiency in creating and managing relational databases.
- Learn to retrieve, manipulate, and analyze data effectively.
- Improve productivity and data accuracy in everyday tasks.
- Enhance problem-solving and analytical capabilities.
- Increase professional value in data management roles.
- Build confidence in designing forms, queries, and reports.

## Organizational Benefits

- Streamline data management and reporting processes.
- Ensure data accuracy, integrity, and security.
- Improve decision-making through well-structured database insights.
- Reduce time spent on manual data handling and analysis.
- Standardize database practices across teams and departments.
- Build organizational capacity for data-driven operations.

## Instructional Methodology

The course uses a practical, interactive approach through:

- Step-by-step demonstrations of Microsoft Access features
- Hands-on exercises for table creation, queries, forms, and reports
- Real-world scenarios for database management and reporting
- Group workshops to solve data-related challenges
- Continuous feedback, Q&A, and guided practice sessions

## Course Outline

- Module 1: Introduction to Microsoft Access and Database Concepts
- Module 2: Creating and Managing Tables and Fields
- Module 3: Defining Relationships and Ensuring Data Integrity
- Module 4: Introduction to Queries – Retrieving and Manipulating Data
- Module 5: Designing Forms for User-Friendly Data Entry
- Module 6: Generating Reports for Analysis and Decision-Making
- Module 7: Applying Data Validation and Security Measures
- Module 8: Working with Multiple Tables and Complex Queries
- Module 9: Best Practices for Database Management
- Module 10: Capstone Project – Designing a Functional Database for Real-World Use

## Certification

Upon successful completion, participants will receive a Certificate in Microsoft Access Fundamentals, recognizing their expertise in creating, managing, and analyzing relational databases for professional and organizational use.

## Why Choose MAWA Events

- **Global Expertise:** More than 17 years of experience in professional training and consulting.
- **Industry-Leading Faculty:** Courses delivered by seasoned professionals with hands-on experience.
- **Practical Insights:** Learn to turn theory into actionable strategies for real-world business impact.
- **Client-Focused Solutions:** Customized programs designed to achieve your organisation’s unique goals.

### In-House / Customized Training

Interested in running this course for your team?

Please contact us:

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