

INTRODUCTION TO ACCESS 2013

Take control over your data! This course is for a novice or an intermediate database user. This course will show you how to harness the full power of Microsoft Access 2013. In this 3-day practical and project-oriented workshop series, you will learn how to use Microsoft Access 2013 to create and customize tables. You will have the opportunity to build relationships between your tables to eliminate redundancies and slash data entry time as well as discover how to achieve huge reductions in data entry errors by setting default values, creating validation rules, and building input masks. In addition, find out how to make your database more user-friendly with custom data entry forms. Learn how to retrieve exactly what you need from your database with powerful queries and reports. You will also receive tips and techniques for optimizing your database.

Date:

**September 30 and
October 7 & 14, 2016**

**April 28 and
May 5 & 12, 2017**

Time:

8:30 a.m. – 11:30 a.m.

Location:

**Business Resource Center, Room 216
630 W. 19th Street Merced, CA 95340**

Instructor:

Ahmad Ahmadi, WplRC Instructor

Cost:

**\$145 per participant for
the three-workshop series**

INTERMEDIATE/ ADVANCED ACCESS 2013

Take your data management to the next level! This course is for the intermediate and advanced database user. This course will show you how to utilize the full power of Microsoft Access 2013. In this 3-day practical and project-oriented workshop series, you will learn how to use Microsoft Access 2013 to create and customize tables. You will have the opportunity to make your database more user-friendly smart lists and other sophisticated controls. Learn how to start automating routine tasks with labor-saving macros. You will also receive tips and techniques for optimizing your database, including ways to build crosstab and summarize queries so you can access information quickly and easily as well as outer table joins that can make you queries more effective and reports using conditional formatting to highlight key data points, and explore Visual Basic, a powerful programming language that allows you to automate simple and complex tasks. Finally, you will put the finishing touches on your database as you build a navigation form to make it easy for your users to find what they need.



Date:

December 1, 8, & 15, 2017

Time:

8:30 a.m. – 11:30 a.m.

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**To register call (209) 384-6224
or online at
www.mercedcommunityservices.com
(under Professional Development)**



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Business Resource Center
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Merced, CA 95340**