Alison

ACADEMIC TRANSCRIPT

Certificate Number: AC-1269-12490429

This is to certify that the management of Alison awarded **Emmanuel NDAHIMANA** the certificate of completion in **Microsoft Access 2010 - Revised 2017** under the category **Software Tools** on **31st December 2018**.

Validation: You can check authenticity of this certificate by visiting the following link:
https://alison.com/certification/check/%242y%2410%24BwVwxAEygAHxk1O7tzo8IuiwIY0cQXuzSMMgGr9P9jZU.1nXdTi.

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Certificate Details

Microsoft Access 2010 - Revised 2017   [Score: 80]

Course Details

Microsoft Access 2010 is a very popular software program used worldwide to build and run databases. The course teaches you how to construct tables in a database and link them with primary key fields. You will be shown how to create the relationships between the tables and how to extract information from them using queries.
Databases created with MS Access can also be viewed and edited online by uploading them to SharePoint. Microsoft implements some safety precautions when you work with online files, and this course will show you how to activate your content after you download it.
This course will also review keyboard shortcuts which help you work faster by relying more on the keyboard.
You do not need any prior experience working with Access to follow this course, but if you are familiar with previous versions, then this course will help you quickly make the transition to this upgraded version.

Certification Officer

Modules Studied

Module 1 Making the Switch to Microsoft Access 2010

Module 2 Design and Create New Tables for a Database

Module 3 Create Relationships and Queries for a New Database

Module 4 Create Forms and Reports for a New Database

Module 5 Build and Publish Web Databases

Module 6 Access 2010 Keyboard Shortcuts

Course assessment

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