

What is Microsoft Office Specialist Certification?

Microsoft[®] Office Specialist certification is the globally recognized standard for demonstrating desktop skills with the Microsoft[®] Office suite of business productivity applications.

The Microsoft[®] Office Specialist program is the ONLY Microsoft approved certification program designed to measure and validate users' skills with the Microsoft[®] Office Specialist suite of desktop productivity applications (Microsoft Word[®], Microsoft Excel[®], Microsoft PowerPoint[®], Microsoft Access[®] and Microsoft Outlook[®]).

Microsoft[®] Office Specialist certification has provided thousands of people with the proof that they are able to more fully utilize the functionality of Microsoft[®] Office applications and increase their productivity.



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Microsoft Access Training Sessions

*Provided by
North Shore Innovations,
Ltd.*



Access Training Sessions



These sessions are designed to provide you the information you will need to test for the Microsoft Office Specialist certifications!

Have you ever wanted to take training that was focused on just the specific tasks that you need and scheduled when you need it? And, scheduled in a way that didn't take you away from the office for an entire day?

North Shore Innovations, Ltd. function-focused training sessions are designed with your hectic schedule in mind.

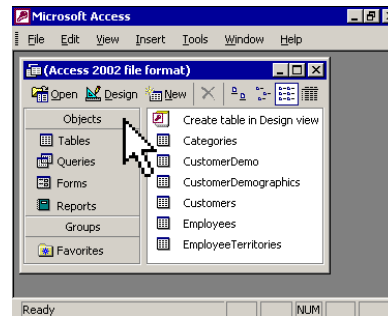
Each session is conveniently scheduled into 4 hour times, and the content of each session is focused on very specific tasks.

Finally, training on what you need, when you need it, in smaller amounts so that you can take the new knowledge back and immediately apply it to your projects!

Access #1: Database & Table Structures

This Session is for Those Who...

Need to plan and start the table design for a database.



Access #2: Data Q & A with Queries

Session Length: 4

This Session is for Those Who...

Need to retrieve data from a database, especially for the purpose of creating reports. This is the class that shows how to "ask the questions" of your database.

Access #3: Data Navigation Using Forms

Session Length: 4

This Session is for Those Who...

Need to create forms for people to enter data into a database.

Access #4: Data Analysis with Reports

Session Length: 4

This Session is for Those Who...

Need to create reports for database

Access #5: Database Support Tools

Session Length: 4

This Session is for Those Who...

Need to create forms with action buttons or custom controls, integrate the database with the internet, create Access macros, and custom toolbars.

