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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft Office Access 2016: Part 1



About this Course:

In the modern world, there is no way to escape from data. It is integrated into almost every aspect of our day to day lives, whether you are doing grocery or teaching a class full of students, you are dealing with some kind of data at all times. It might be present in the form of prices, lab results, quantities, phone numbers,

grades or statistics.

All jobs available today have some sort of involvement with data management. Sometimes, the job revolves around data and its management only. For others, data management might be an integral part of the job that might cost those millions if not done properly. Therefore, it is safe to say that data affects everyone's job in the market today.

Microsoft® Office Access® 2016 is a relational database tool, which can make data management an easy task. It can collect and organize large amounts of data, as Access is a versatile tool. It can be used for both personal and professional data management.

This course will help you polish your skills of using Microsoft Office Access 2016, where you will learn how to manage data, create a database, construct tables, design and modify reports and forms. This course will also cover query writing, filtering, and sorting data.

Course Objectives:

At the end of this course, you will be able to:

- Navigate the Microsoft Access application, create, modify and customize database and Access configuration options
- Store and organize Access tables
- Use query writing to join, sort and filter data
- Use forms and reports to view and access data
- Create, edit and format reports

Audience:

The target audience for this course are students who want to learn the fundamentals of Microsoft Office Access, such as the skills to create and construct database, forms, reports, queries, and tables

Prerequisites:

Before enrolling for the course, you need to be familiar with working in a compatible Windows environment, navigate your way between programs and browse and manage files and other browsers. You should have knowledge equivalent to:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10: Transition from Windows® 7*

Course Outline:

Lesson 1: Getting Started with Access

Topic A: Orientation to Microsoft Access

Topic B: Create a Simple Access Database

Topic C: Get Help and Configure Options in Microsoft Access

Lesson 2: Working with Table Data

Topic A: Modify Table Data

Topic B: Sort and Filter Records

Lesson 3: Querying a Database

Topic A: Create Basic Queries

Topic B: Sort and Filter Data in a Query

Topic C: Perform Calculations in a Query

Lesson 4: Using Forms

Topic A: Create Basic Access Forms

Topic B: Work with Data on Access Forms

Lesson 5: Generating Reports

Topic A: Create a Report

Topic B: Add Controls to a Report

Topic C: Enhance the Appearance of a Report

Topic D: Prepare a Report for Print

Topic E: Organize Report Information

Topic F: Format Report