

OVERVIEW

Data is everywhere. Most job roles today involve some form of data management. Virtually everyone is affected in some way by the need to manage data. A relational database application such as Microsoft® Office Access® can help you and your organization with this task. This course is the first part of a three-course series that covers the skills needed to perform database design and development in Access® 2019.

Microsoft® Office Access® 2019: Part 1 (this course): Focuses on the design and construction of an Access database —viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.

XTREME LABS



**MICROSOFT OFFICE
ACCESS 2019, LEVEL 1**
COURSE DURATION: 1 DAY

COURSE OBJECTIVES

In this course, you will create and manage an Access 2019 database.

You will:

- Navigate within the Access application environment, create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Use forms to make it easier to view, access, and input data.
- Create and format custom reports.

TARGET STUDENT

The target student has experience using Microsoft Windows 10 and wants to establish a foundational understanding of Microsoft Office Access 2019, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

PREREQUISITES

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. For example, you can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:

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

COURSE CONTENT

Lesson 1: Getting Started with Access 2019

- Launch Access and Open a Database
- Use Tables to Store Data
- Use Queries to Combine, Find, Filter, and Sort Data
- Use Forms to View, Add, and Update Data
- Use Reports to Present Data
- Get Help and Configure Options in Microsoft Access

Lesson 2: Creating Tables

- Plan an Access Database
- Start a New Access Database
- Create a New Table
- Establish Table Relationships

Lesson 3: Creating Queries

- Create Basic Queries
- Perform Calculations in a Query
- Sort and Filter Data in a Query

Lesson 4: Creating Forms

- Start a New Form
- Enhance a Form

Lesson 5: Creating Reports

- Start a New Report
- Enhance Report Layout