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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:

Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, such as research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility, for example, time reporting or recording a sale. Virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Office Access® 2016 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will use Access 2016 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Course Objectives:

In this course, you will create and manage an Access 2016 database.

- Navigate within the Microsoft 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.

Audience:

- This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2016, 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, courses in general Microsoft Windows skills:

- *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

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