

Document Generated: 12/25/2025

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Days

Microsoft Access 2019 Part 1



About This Course:

This course aims to equip participants with the essential skills needed to build and manage databases using Microsoft Access. Learners will gain hands-on experience in organizing data, creating user-friendly forms, generating insightful reports, and using queries to extract meaningful information, enabling them to streamline data

management tasks in a business environment.

Course Objectives:

- Getting Started with Microsoft Access
- Organizing and Managing Data
- Working with Queries
- Designing and Using Forms
- Creating and Formatting Reports

Audience:

- Beginners or professionals new to Microsoft Access who want to learn how to build and manage databases efficiently.

Prerequisites:

- Basic computer literacy and familiarity with Microsoft Office applications.

Course Outline:

- Getting Started with Microsoft Access
- Organizing and Managing Data
- Working with Queries
- Designing and Using Forms
- Creating and Formatting Reports