Document Generated: 11/18/2026

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft® Access® for Office 365™ : 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:

- 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.

Audience:

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

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

Course Outline:

Lesson 1: Working with an Access Database

Topic A: Launch Access and Open a Database

Topic B: Use Tables to Store Data

Topic C: Use Queries to Combine, Find, Filter, and Sort Data

Topic D: Use Forms to View, Add, and Update Data

Topic E: Use Reports to Present Data

Topic F: Get Help and Configure Options in Access

Lesson 2: Creating Tables

Topic A: Plan an Access Database

Topic B: Start a New Access Database

Topic C: Create a New Table

Topic D: Establish Table Relationships

Lesson 3: Creating Queries

Topic A: Create Basic Queries

Topic B: Add Calculated Columns in a Query

Topic C: Sort and Filter Data in a Query

Lesson 4: Creating Forms

Topic A: Start a New Form

Topic B: Enhance a Form

Lesson 5: Creating Reports

Topic A: Start a New Report

Topic B: Enhance Report Layout