

## **Introduction to Microsoft Access 2019 (MS-55279)**

**Modality: Virtual Classroom**

**Duration: 2 Days**

### **About this course:**

The Microsoft Access 2019 course starts by introducing the basics of the database. Then students further learn how to design and create database tables and queries, write query tables and design forms and status reports.

An office 365 consultant earns \$104,073 on average per year.

### **Course Objective:**

After the course, students should have complete knowledge of the following:

- Fundamental database concepts and terms
- Access fundamentals and terminologies
- Table views, queries, forms, reports, and macros and modules
- Planning and designing of a database
- Fundamentals of database design
- Forms and reports
- Form and report wizard

### **Audience:**

The target audience for this course are candidates who are not well-versed with Microsoft Access 2019 and those who want to further understand the topics related to Access 2019.

### **Prerequisite:**

Pre-requisites for this course:

- Basic personal computer and hardware skills
- Familiarity with windows environment
- Know their way around a computer including navigation, file management, computer storage and lunch of application

### **Course Outline:**

#### **Module 1: Quick Overview of the Access User Interface**

This module explains how to become familiar with the Access user interface.

## Lessons

- Access Ribbon
- Quick Access Toolbar
- Object Navigation Pane
- Access Work Surface
- Object Overview
- Process Overview
- Create a Database Using a Wizard

### Lab : Getting Around the Access Environment

After completing this module, students will be able to:

- Understand the organization of the Access ribbon.
- Understand context tabs in the ribbon.
- Understand the Quick Access Toolbar and how to customize.
- Understand the Navigation Pane.
- Understand the objects and creation process.
- Understand the Access work surface.

Understand how to create databases using a wizard.

## Module 2: Fundamentals

This module explains how to think about some database fundamentals before diving into database creation.

## Lessons

- Questions to Ask Before You Start
- Approaches to Database Design
- Gathering Information
- A Few Words about Naming Conventions
- Normalization
- Table Relationships

### Lab : Fundamentals Exercises

- Asking Questions
- Normalizing Data

After completing this module, students will be able to:

- Ask questions to consider before you create a database application.
- Understand common approaches to database design: top-down and bottom-up.
- Go from paperwork and data samples to categorized data (data mapping).
- Understand naming conventions for tables and other objects.
- Understand what normalization is.
- Understand some basic concepts of normalization and how to apply them.
- Understand primary and foreign keys.
- Understand relationships and establishing them among tables.

### **Module 3: Tables and Their Views**

This module explains how to work with tables and their views in Microsoft Access.

#### **Lessons**

- Definition and Purpose
- Datasheet View
- Design View

#### **Lab : Working with Tables in Datasheet View**

After completing this module, students will be able to:

- Understand tables and table views in Access.
- Work with tables in Datasheet view.
- Add and Edit data records in Datasheet view.
- Understand the purpose of Design view.

### **Module 4: Tables**

This module explains how to work with tables in Microsoft Access.

#### **Lessons**

- Creating an Access Database
- Data Types
- Create a Table in Design View

#### **Lab : Tables Exercises**

- Creating a New Database
- Determining Data Types
- Creating a Table in Design View

After completing this module, students will be able to:

- Create an Access database.
- Create a table in Design view.
- Understand data types.
- Assign a key field.
- Understand input masks.
- Use expressions to define validation rules.

## **Module 5: Queries**

This module explains how to work with queries in Microsoft Access.

### **Lessons**

- Queries
- Select Queries
- Select Queries with Criteria
- Logical Operators
- Group and Total with Queries

### **Lab : Creating Select Queries**

After completing this module, students will be able to:

- Use queries and query views.
- Create a simple query.

## **Module 6: Forms**

This module explains how to work with forms in Microsoft Access.

### **Lessons**

- Forms
- Alter a Form
- Form Record Navigation
- Layout View and Design View
- One-click Forms
- Form Wizard

### **Lab : Forms Exercises**

- Adding Data Records in Form View

- Creating a Form with the Form Wizard

After completing this module, students will be able to:

- Understand types of forms.
- Add records using a form.
- Understand one-click forms.
- Create a form using the Form Wizard.

## **Module 7: Reports**

This module explains how to work with reports in Microsoft Access.

### **Lessons**

- Reports
- Report Wizard

### **Lab : Creating a Report with the Report Wizard**

After completing this module, students will be able to:

- Understand reports.
- Use the one-click report.
- Use the Report Wizard to create reports.