

# **Microsoft Office Access 2016: Part 1**

**Modality: Virtual Classroom**

**Duration: 1 Day**

## **About this Course:**

In the modern world, there is no way to escape from data. It is integrated into almost every aspect of our day to day lives, whether you are doing grocery or teaching a class full of students, you are dealing with some kind of data at all times. It might be present in the form of prices, lab results, quantities, phone numbers, grades or statistics.

All jobs available today have some sort of involvement with data management. Sometimes, the job revolves around data and its management only. For others, data management might be an integral part of the job that might cost those millions if not done properly. Therefore, it is safe to say that data affects everyone's job in the market today.

Microsoft® Office Access® 2016 is a relational database tool, which can make data management an easy task. It can collect and organize large amounts of data, as Access is a versatile tool. It can be used for both personal and professional data management.

This course will help you polish your skills of using Microsoft Office Access 2016, where you will learn how to manage data, create a database, construct tables, design and modify reports and forms. This course will also cover query writing, filtering, and sorting data.

## **Course Objectives:**

At the end of this course, you will be able to:

- Navigate the Microsoft Access application, create, modify and customize database and Access configuration options
- Store and organize Access tables
- Use query writing to join, sort and filter data
- Use forms and reports to view and access data
- Create, edit and format reports

## **Audience:**

The target audience for this course are students who want to learn the fundamentals of Microsoft Office Access, such as the skills to create and construct database, forms, reports, queries, and tables

## **Prerequisites:**

Before enrolling for the course, you need to be familiar with working in a compatible Windows environment, navigate your way between programs and browse and manage files and other browsers. You should have knowledge equivalent to:

- *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