

# Microsoft® Access® for Office 365™: Part 1



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**Course Duration: 1 day**

## Course Description

### Overview:

Data is everywhere. Most job roles today involve some form of data management. Virtually everyone is affected in some way by the need to manage data. A relational database application such as Microsoft® Access® can help you and your organization with this task. This course is the first part of a three-course series that covers the skills needed to perform database design and development in Access.

- Microsoft® Access® for Office 365™: Part 1 (this course): Focuses on the design and construction of an Access database —viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.
- Microsoft® Access® for Office 365™: Part 2 : Focuses on optimization of an Access database, including optimizing performance and normalizing data, data validation, usability, and advanced queries, forms, and reports.
- Microsoft® Access® for Office 365™: Part 3 : Focuses on managing the database and supporting complex database designs , including import and export of data, using action queries to manage data, creating complex forms and reports, macros and VBA, and tools and strategies to manage, distribute, and secure a database.

This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

### Course Objectives:

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

You will:

- 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.

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## Target Student:

This course is designed for students looking to establish a foundational understanding of Access, 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. You can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:

- Using Microsoft® Windows® 10 (Second Edition)

Experience in another Microsoft Office product such as Excel is recommended. Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 would be a good choice.

## Course Content

### 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

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## 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