



## Microsoft Access 2019/2021 - Part 1

### Summary

Length: 8 hours Level: Foundational

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 Office 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.

### Learning Objectives

In this course, you will create and manage an Access 2019 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.

### Course Outline

#### 1. Getting Started with Access 2019

- 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 Microsoft Access

#### 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

#### 3. Creating Queries

- Topic A- Create Basic Queries
- Topic B- Perform Calculations in a Query
- Topic C- Sort and Filter Data in a Query

#### 4. Creating Forms

- Topic A- Start a New Form
- Topic B- Enhance a Form

#### 5. Creating Reports

- Topic A- Start a New Report
- Topic B- Enhance Report Layout

## Audience

This course is designed for students looking to establish a foundational understanding of Microsoft Office Access 2019/2021, 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: