

Microsoft Access for Office 365 (Desktop or Online) - Part 1

Overview

In this introductory course, you will discover the capabilities of Microsoft® Access®, a relational database application that can help you and your organization manage your complex data.

Prerequisite Comments

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.

Target Audience

This course is designed for students looking to establish a foundational understanding of Microsoft Access for Office 365, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

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.

Course Outline

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 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: Add Calculated Columns 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

6 - Promoting Quality Data Input

Topic A: Restrict Data Input through Field Validation
Topic B: Restrict Data Input through Forms and Record Validation

7 - Improving Efficiency and Data Integrity

Topic A: Data Normalization
Topic B: Associate Unrelated Tables
Topic C: Enforce Referential Integrity
