Microsoft Access 2016 Basic (Level I)

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.

Course Content: Part I Course Content: Part II

### **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 Microsoft 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

**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 3: Continued**

**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