



# Access 2019 - Part 1

## **COURSE OUTLINE**

### 1 - GETTING STARTED WITH ACCESS 2019

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- 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

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- 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

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

### 4 - CREATING FORMS

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

### 5 - CREATING REPORTS

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

## 6 - PROMOTING QUALITY DATA INPUT

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

## 7 - IMPROVING EFFICIENCY AND DATA INTEGRITY

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