

## **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: