



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Access® for Office 365™: Part 1

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft Office Specialist: Microsoft Access Expert (Access 365 and Access 2019) — **Exam:** MO-500: Microsoft Access Expert (Access 365 and Access 2019)

Course Description

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 participants and their 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.

Target Audience

This course is intended for:

- Persons 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.
- Persons who wish to prepare for the certification exam.

Prerequisites

To attend this course, candidates must 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.

-OR-

- To obtain this level of skill and knowledge, candidates must have completed one of the following courses:
 - *Using Microsoft® Windows® 10*
 - *Microsoft® Windows® 10: Transition from Windows® 7*



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Course Objectives

Upon successful completion of this course, attendees will be able to:

- Navigate within the Access application environment.
- Customize Access configuration options.
- Create a simple database.
- 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 Topics

Module 1: Working with an Access Database

- Launch Access and Open a Database
- Use Tables to Store Data
- Use Queries to Combine, Find, Filter, and Sort Data
- Use Forms to View, Add, and Update Data
- Use Reports to Present Data
- Get Help and Configure Options in Microsoft Access

Module 2: Creating Tables

- Plan an Access Database
- Start a New Access Database
- Create a New Table
- Establish Table Relationships

Module 3: Creating Queries

- Create Basic Queries
- Add Calculated Columns in a Query
- Sort and Filter Data in a Query

Module 4: Creating Forms

- Start a New Form
- Enhance a Form

Module 5: Creating Reports

- Start a New Report
- Enhance Report Layout

ACTIVITIES INCLUDED