



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

# Microsoft® Office Access® 2021: Part 1

**Duration: 1 Day**

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

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**Certification:** Microsoft Office Specialist (MOS): Access Expert  
(Office 365 and Office 2021) — **Exam:** MO-500

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## 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® Office Access® can help you and your organization with this task. This course will focus on the design and construction of an Access database. Therefore, participants will learn how to view, navigate, search, and enter data in a database. They will also learn basic relational database design and create simple tables, queries, forms, and reports.

**NOTE:** This course is the **first** part of a three-course series that covers the skills needed to perform database design and development in Access.

- Microsoft Office Access 2021: Part 1
- Microsoft Office Access 2021: Part 2
- Microsoft Office Access 2021: Part 3

## Target Audience

This course is intended for:

- Persons looking to establish a foundational understanding of Microsoft Office Access 2021.

## Prerequisites

To attend this course, candidates must have completed one of the following courses or have the equivalent knowledge and experience:

- 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, 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 Topics

### Module 1: Getting Started with Access 2021

- 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
- Perform Calculations 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

