



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

Microsoft® Office Access® 2019: Part 1

Duration: 2 Days

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

Certification: Microsoft Office Specialist (MOS): Access Expert —
Exam: MO-500

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.

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 2019:

- **Microsoft Office Access 2019: Part 1** (this course): Focuses on the design and construction of an Access database —viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.
- **Microsoft Office Access 2019: Part 2:** Focuses on the optimization of an Access database, including optimizing performance and normalizing data, data validation, usability, and advanced queries, forms, and reports.
- **Microsoft Office Access 2019: Part 3:** Focuses on managing the database and supporting complex database designs, including import and export of data, using action queries to manage data, creating complex forms and reports, macros and VBA, and tools and strategies to manage, distribute, and secure a database.

Target Audience

This course is intended for:

- Persons who want to establish a foundational understanding of Microsoft Office Access 2019, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Prerequisites

To attend this course, candidates must have:

- *Using Microsoft Windows 10*
- *Microsoft Windows 10: Transition from Windows 7*



Exam Details

Exam Code:	• MO-500
Length of Exam:	• 50 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Simulation

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 2019

- 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



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Course Topics *Continued*

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