# COURSE OVERVIEW

**Course Name:**
Microsoft Access 2016: Level 1

**COURSE DURATION:** 1 Day

**Gauteng:**
3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
Tel: 087 941 5764
sales@impactful.co.za

**Gauteng:**
192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
Johannesburg
2160
sales@impactful.co.za

**Cape Town:**
3rd Floor Thomas Pattullo Building
19 Jan Smuts St
Cape Town
8000
sales@impactful.co.za

## COURSE OVERVIEW

Virtually everyone is affected in some way by the need to manage data. A relational database application such as Microsoft Office Access 2016 can help your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool or you can use it as a construction set to develop applications for an entire department or organization.

## COURSE OBJECTIVES

In this course, you will use Access 2016 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

You will

- Navigate within the Microsoft Access environment and 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.

**IMPACTFUL**
Powered by LRMG

## COURSE OUTLINE

**Lesson 1: Getting Started with Access**
   Topic A: Orientation to Microsoft Access
   Topic B: Create a Simple Access Database
   Topic C: Get Help and Configure Options in Microsoft Access

**Lesson 2: Working with Table Data**
   Topic A: Modify Table Data
   Topic B: Sort and Filter Records

**Lesson 3: Querying a Database**
   Topic A: Create Basic Queries
   Topic B: Sort and Filter Data in a Query
   Topic C: Perform Calculations in a Query

**Lesson 4: Using Forms**
   Topic A: Create Basic Access Forms
   Topic B: Work with Data on Access Forms

**Lesson 5: Generating Reports**
   Topic A: Create a Report
   Topic B: Add Controls to a Report
   Topic C: Enhance the Appearance of a Report
   Topic D: Prepare a Report for Print
   Topic E: Organize Report Information
   Topic F: Format Reports


Appendix A: Microsoft Office Access 2016 Exam 77-730

Appendix B: Microsoft Access 2016 Common Keyboard Shortcuts

IMPACTFUL
Powered by LRMG