

COURSE OVERVIEW

Course Name:
Microsoft Access 2019:
Level 1

COURSE DURATION: 1 Day

Gauteng:

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Gauteng:

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Cape Town:

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COURSE OVERVIEW

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.

COURSE OBJECTIVES

Upon successful completion of this course, you will be able to design and construct an Access database as well as understand basic relational database design and be able to create simple tables, queries, forms, and reports.

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.

COURSE OUTLINE

Lesson 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

Lesson 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

Lesson 3: Creating Queries

- Topic A: Create Basic Queries
- Topic B: Perform Calculations in a Query
- Topic C: Sort and Filter Data in a Query

Lesson 4: Creating Forms

- Topic A: Start a New Form
- Topic B: Enhance a Form

Lesson 5: Creating Reports

- Topic A: Start a New Report
- Topic B: Enhance Report Layout

Appendix A: Mapping Course Content to Access Expert (Office 365 and Office 2019): Exam MO-500

Appendix B: Microsoft® Office Access® 2019 Common Keyboard Shortcuts