APPLIED TECHNOLOGY ACADEMY

800.674.3550
Info@AppliedTechAc.com
AppliedTechnologyAcademy.com

Microsoft Access for Office 365: Part 1 Training

Microsoft Authorized Training · Applied Technology Academy

Microsoft® Access® for Office 365™: Part 1: 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.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	**1 Day**	**1 year: General Computing**	**$70,000**	**No**

Course Overview

By the end of this course, users should be comfortable with navigating the Microsoft® Access® interface, creating a new database from scratch, querying a database, generating reports, sharing data, and much more.

Access is Microsoft®'s flagship database application that allows you to create and manage databases for all sorts of different purposes. This version of Access® incorporates a few new features to better visualize data, support for new datatypes, as well as interface and workflow improvements.

- Getting Started with Access®
- Working with Table Data
- Query a Database
- Create Advanced Queries
- Generate Reports
- Design a Relational Database
- Joining Tables
- Importing and Exporting Data

Course Outline

- **Lesson 1: Working with an Access® Database**
  - 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 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: Add Calculated Columns 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

Intended Audience

This course is designed for students looking to establish a foundational understanding of Access®, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Prerequisites

To ensure your success in this course, you should 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.

You can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft® Windows® skills:

Using Microsoft® Windows® 10 (Second Edition)

Experience in another Microsoft Office product such as Excel® is recommended. Microsoft® Excel® for Office 365™ (Desktop or Online): Part 1 would be a good choice.

Follow-On Courses

- Microsoft Access for Office 365: Part 2
- Microsoft Access for Office 365: Part 3

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.