COURSE SYLLABUS

Microsoft Access Level I

The course begins by reviewing the core features and functions of the Access database, so if you've never used Access, it's the perfect place to start! By the end of the course, you'll know how to work with tables, query data, create forms, and generate reports.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/access-level-i



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Course Outline

Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help and Configure Options in Microsoft Access

Working with Table Data

- Modify Table Data
- Sort and Filter Records

Querying a Database

- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query

Using Forms

- Create Basic Access Forms
- Work with Data on Access Forms

Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print
- Organize Report Information
- Format Reports