

# 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. You'll have skills to use Microsoft Access for everyday tasks.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit [training-nyc.com/courses/access-level-i](https://training-nyc.com/courses/access-level-i) or email [contact@nyimtraining.com](mailto:contact@nyimtraining.com)

## 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