MICROSOFT ACCESS 365: PART 1

Course Code: 821470

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.

Most of the features Microsoft incorporated in Office 2019 already exist in Office 365. Office 365 is a great solution for those looking for Office 2019 Training.

What You'll Learn

- 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

Who Needs to Attend

This course is intended to help all novice computer users get up to speed quickly and, will also help more experienced users who have little to no experience with Microsoft Access and databases in general.

Prerequisites

This course assumes that the user understands the basics of using a Windows-based computer. Students should be comfortable using the keyboard, mouse, and Start menu. Students should also be comfortable navigating their computer in order to create and manage files and folders. No previous experience with other versions of Microsoft Access is necessary.

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CLASSROOM LIVE	$295 USD	1 Day

Classroom Live Outline

Lesson 1: Getting Started with Access

- Topic A: What is Microsoft Access?
- Topic B: Components of a Database
- Topic C: Create a Simple Database
- Topic D: Creating a Simple Form

Lesson 2: Working with Table Data

- Topic A: Work with Table Data
- Topic B: Work with Records
- Topic C: Sort and Filter Records
- Topic D: Create Lookups and Relationships

Lesson 3: Query a Database

- Topic A: Use a Query to View Data from Multiple Tables
- Topic B: Sort and Filter Data in a Query
- Topic C: Perform Calculations in a Query

Lesson 4: Create Advanced Queries

- Topic A: Create Parameter Queries
- Topic B: Create Action Queries
- Topic C: Create Find Duplicate and Find Unmatched Queries
- Topic D: Summarize Data

Lesson 5: Generate Reports

- Topic A: Create a Report
- Topic B: Add Controls to a Report
- Topic C: Advanced Reporting

Lesson 6: Design a Relational Database

- Topic A: Relational Database Design
- Topic B: Working with Tables

- Topic C: Modify a Table and Fields
- Topic D: Create Table Relationships

Lesson 7: Joining Tables

- Topic A: Create Query Joins
- Topic B: Working with Subdatasheets and Subqueries

Lesson 8: Importing and Exporting Data

- Topic A: Import Data into Access
- Topic B: Export Data
- Topic C: Create a Mail Merge

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VIRTUAL CLASSROOM LIVE	$295 USD	1 Day

Virtual Classroom Live Outline

Lesson 1: Getting Started with Access

- Topic A: What is Microsoft Access?
- Topic B: Components of a Database
- Topic C: Create a Simple Database
- Topic D: Creating a Simple Form

Lesson 2: Working with Table Data

- Topic A: Work with Table Data
- Topic B: Work with Records
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PRIVATE GROUP TRAINING	1 Day

Visit us at www.globalknowledge.com or call us at 1-866-716-6688.