Microsoft Office Access 2019/2024: Part 1

Course Specifications

Course Number:

091083

Course Length:

1 day

Course Description

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.

- *Microsoft Office Access 2019/2024: Part 1* (this course): *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.
- *Microsoft Office Access 2019/2024: Part 2*: *Focuses on optimization of an Access database*, including optimizing performance and normalizing data, data validation, usability, and advanced queries, forms, and reports.
- *Microsoft Office Access 2019/2024: Part 3*: *Focuses on managing the database and supporting complex database designs*, including import and export of data, using action queries to manage data, creating complex forms and reports, macros and VBA, and tools and strategies to manage, distribute, and secure a database.

Course Objectives:

In this course, you will create and manage an Access database.

You will:
- Navigate within the Access application environment, create a simple database, and customize Access configuration options.
- 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.

SDT Learning, Corp.
PO Box 367698
San Juan PR 00936

Información: info@sdtpr.com
Apoyo Técnico: help@sdtpr.com
Webmaster: webmaster@sdtpr.com

Tel: (787) 589-8080

Target Student:

This course is designed for students looking to establish a foundational understanding of Microsoft Office 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.

Course-specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1.6 GHz or faster 32-bit (x86) or 64-bit (x64) multi-core processor
- 4 gigabyte (GB) RAM (64-bit) or 2 GB RAM (32-bit)
- 20 GB available hard disk space (64-bit) or 16 GB (32-bit)
- Keyboard and mouse (or other pointing device)
- 1280 × 1024 or higher resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software:

- Microsoft Windows 10/11 Professional or Enterprise
- Microsoft Office Professional Plus

Course Content

Lesson 1: Getting Started with Access

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

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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