Course Content

Course Description:

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, such as research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility, for example, time reporting or recording a sale. Virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Office Access® 2016 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will use Access 2016 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016. With the completion of this course, you will be able to:
- Navigate within the Microsoft 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.

Target Student:

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2016, 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.

Topics:

Access 2016 Level 1

Module 1: Getting Started with Access
- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help and Configure Options in Microsoft Access

Module 2: Working with Table Data
- Modify Table Data
- Sort and Filter Records

Module 3: Querying a Database
- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query

Module 4: Using Forms
- Create Basic Access Forms
- Work with Data on Access Forms

Module 5: 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

Appendix A
- Microsoft Office Access 2016 Exam 77-730

Appendix B
- Microsoft Access 2016 Common Keyboard Shortcuts