



Access 2019 Level 1

Course ID #: 7000-317-ZZ-Z

Hours: 7

Course Content

Course Description:

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.

At Course Completion:

Students will be able to:

- 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.

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.

Target Student:

This course is designed for students looking to establish a foundational understanding of Microsoft Office Access 2019, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Topics:

Lesson 1: Getting Started with Access 2019

- 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

Appendix A: Mapping Course Content to Access Expert (Office 365 and Office 2019): Exam MO-500

Appendix B: Microsoft® Office Access® 2019 Common Keyboard Shortcuts