Microsoft® Office Access® 2019: Part 1

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.

- ***Microsoft® Office Access® 2019/2021: 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® 2019/2021: 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® 2019/2021: 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.

This material will benefit users of any current Office version. The classroom environment setup is based on Office 2019. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 363 and Office 2019): Exam MO-500 certification.

Course Duration

1 day

Course Objectives:

In this course, you will create and manage an Access 2019 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.

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. You can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:

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 Professional or Enterprise
- Microsoft® Office 2019 Professional Plus

Course Outline

Lesson 1: Getting Started with Access 2019

- Launch Access and Open a Database
- Use Tables to Store Data
- Queries to Combine, Find, Filter, and Sort Data
- Use Forms to View, Add, and Update Data
- Use Reports to Present Data
- Get Help and Configure Options in Microsoft Access

Lesson 2: Creating Tables

- Plan an Access Database
- Start a New Access Database
- Create a New Table
- Establish Table Relationships

Lesson 3: Creating Queries

- Create Basic Queries
- Perform Calculations in a Query
- Sort and Filter Data in a Query

Lesson 4: Creating Forms

- Start a New Form
- Enhance a Form

Lesson 5: Creating Reports

- Start a New Report
- Enhance Report Layout

Who Should Attend

This course is designed for students looking to establish a foundational understanding of Microsoft Office Access 2019/2021, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.