



Microsoft® Office Access® 2016: Part 1

Duration: 2 Days

Method: Instructor-Led Training

Certification: Microsoft Office Specialist (MOS) Microsoft Access 2016

Course Description

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

Target Audience

This course is intended for:

- Persons who wish to establish a foundational understanding of Microsoft Office Access 2016.

Prerequisites

To attend this course, attendees must 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

OR

- Completed either of the following Logical Operations courses or any similar courses in general Microsoft Windows skills:
 - *Introduction to Personal Computers Using Microsoft® Windows® 10*
 - *Microsoft® Windows® 10: Transition from Windows® 7*

Course Objectives

Upon successful completion of this course, attendees 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.



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Course Content

Lesson 1: Getting Started with Access

- **Topic A:** Orientation to Microsoft Access
- **Topic B:** Create a Simple Access Database
- **Topic C:** Get Help and Configure Options in Microsoft Access

Lesson 2: Working with Table Data

- **Topic A:** Modify Table Data
- **Topic B:** Sort and Filter Records

Lesson 3: Querying a Database

- **Topic A:** Create Basic Queries
- **Topic B:** Sort and Filter Data in a Query
- **Topic C:** Perform Calculations in a Query

Lesson 4: Using Forms

- **Topic A:** Create Basic Access Forms
- **Topic B:** Work with Data on Access Forms

Lesson 5: Generating Reports

- **Topic A:** Create a Report
- **Topic B:** Add Controls to a Report
- **Topic C:** Enhance the Appearance of a Report
- **Topic D:** Prepare a Report for Print
- **Topic E:** Organize Report Information
- **Topic F:** Format Reports

Appendix A: Microsoft Office Access 2016 Exam 77-730

Appendix B: Microsoft Access 2016 Common Keyboard Shortcuts

ACTIVITIES INCLUDED

