



Microsoft Access 2016: Introduction

Overview: 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 success, students should be comfortable in the Windows 10 environment.

Course Length: One Day

Course Content

Lesson 1: Getting Started with Access

Orientation to Microsoft Access
Create a Simple Access Database
Get Help and Configure Options in Microsoft Access

Lesson 2: Working with Table Data

Modify Table Data
Sort and Filter Records

Lesson 3: Querying a Database

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

Lesson 4: Using Forms

Create Basic Access Forms
Work with Data on Access Forms

Lesson 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