

Course Name	Microsoft Access 2016 Basic
Course Duration	1 Day
Course Structure	Instructor-Led
Course Overview	<p>Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.</p> <p>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.</p> <p>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.</p> <p>Audience profile</p> <p>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.</p>
Course Outcome	<p>In this course, you will create and manage an Access 2016 database.</p> <p>After completing this course, students will be able to:</p> <ul style="list-style-type: none"> • Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options. • Organize and manage data stored within Access

	<p>tables.</p> <ul style="list-style-type: none"> • 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
Course Details	<p>Lesson 1: Getting Started with Access</p> <p>Topic A: Orientation to Microsoft Access Topic B: Create a Simple Access Database Topic C: Get Help and Configure Options in Microsoft Access</p> <p>Lesson 2: Working with Table Data</p> <p>Topic A: Modify Table Data Topic B: Sort and Filter Records</p> <p>Lesson 3: Querying a Database</p> <p>Topic A: Create Basic Queries Topic B: Sort and Filter Data in a Query Topic C: Perform Calculations in a Query</p> <p>Lesson 4: Using Forms</p> <p>Topic A: Create Basic Access Forms Topic B: Work with Data on Access Forms</p> <p>Lesson 5: Generating Reports</p> <p>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</p>