

# MICROSOFT ACCESS

## PART 1

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® Part 1: 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.

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### LESSON 1: GETTING STARTED WITH ACCESS

- Launch Access and Open a Database
- Use Tables to Store Data
- Use 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

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### LESSON 2: CREATING TABLES

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

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### LESSON 3: CREATING QUERIES

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

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### LESSON 4: CREATING FORMS

- Start a New Form
- Enhance a Form

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### LESSON 5: CREATING REPORTS

- Start a New Report
- Enhance Report Layout