



**Course Description:**

In this 2-day course, students will use Access to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

**Duration:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities – 2 days (14 hours)

**Course Objectives:** In this course, you will create and manage an Access database.

**Upon successful completion of this course, students will be able to:**

- Navigate within the Microsoft Access application environment.
- Create a simple database.
- 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.

**Prerequisite:** 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.

**Course Outline (Actual Course Outline May Vary)**

<p><b>DATABASE FUNDAMENTALS</b></p> <ul style="list-style-type: none"> <li>• Access versus Excel</li> <li>• Understanding General Database Terms</li> <li>• Access Interface</li> </ul> <p><b>QUERYING A DATABASE</b></p> <ul style="list-style-type: none"> <li>• Working with Table Data</li> <li>• Create Basic Queries</li> <li>• Modifying Queries</li> <li>• Perform Calculations in a Query</li> </ul> <p><b>DESIGNING A RELATIONAL DATABASE</b></p> <ul style="list-style-type: none"> <li>• Create a Table</li> <li>• Create Fields</li> <li>• Create Table Relationships and Keys</li> <li>• Data Validation</li> </ul>	<p><b>USING FORMS</b></p> <ul style="list-style-type: none"> <li>• Create Basic Forms</li> <li>• Form Design</li> <li>• Form Controls</li> </ul> <p><b>GENERATING REPORTS</b></p> <ul style="list-style-type: none"> <li>• Create a Report</li> <li>• Add Controls to a Report</li> <li>• Format Reports</li> </ul> <p><b>CREATING ADVANCED QUERIES</b></p> <ul style="list-style-type: none"> <li>• Grouping and Summarizing Data</li> <li>• Create Action Queries (Update, Delete)</li> <li>• Indexing for Performance</li> </ul>	<p><b>ADVANCED FORMS</b></p> <ul style="list-style-type: none"> <li>• Subforms</li> <li>• Advanced Control Types</li> <li>• Specialized Form Types</li> </ul> <p><b>ADVANCED REPORTS</b></p> <ul style="list-style-type: none"> <li>• Subreports</li> <li>• Advanced Formatting</li> </ul> <p><b>DATABASE MANAGEMENT</b></p> <ul style="list-style-type: none"> <li>• Compact and Repair</li> <li>• Restoring a Database</li> <li>• Other Maintenance Tasks</li> </ul>
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