COURSE SYLLABUS

Microsoft Access Level I Course

Learn the basics of relational database management in Microsoft Access. This introductory course covers creating new databases, building tables, designing forms, generating reports, and more. By the end of the course, you'll be able to join, filter, and sort data in Microsoft Access.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/access-level-1



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Course Outline

Getting Started with Access

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

Working with Table Data

- Modify Table Data
- Sort and Filter Records

Querying a Database

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

Using Forms

- Create Basic Access Forms
- Work with Data on Access Forms

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