

# Microsoft Access Level I Course

Learn the basics of relational database management in Microsoft Access Level I. 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 in Live Online and onsite training is available for this course. For more information, email [onsite@graduateschool.edu](mailto: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