

Microsoft Access Level I

Learn the basics of Microsoft Access. This Microsoft Access beginner course includes an overview of the Microsoft Access 2016 user interface and an introduction to creating data tables. By the end of Microsoft Access Level I, you'll know how to work with data in Microsoft Access and create basic forms.

Group classes in NYC and onsite training is available for this course. For more information, email nyc@careercenters.com or visit: <https://www.careercenters.com/courses/access-level-i>



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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