

## Access for Office 365 Introduction

**Length:** 1 Day

**Summary:** 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® 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.

**Prerequisites:** None

**You will:**

- Navigate within the Access application environment, create a simple database, and 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.

## COURSE CONTENT

### WORKING WITH AN ACCESS DATABASE

- 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

### CREATING TABLES

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

### CREATING QUERIES

- Create Basic Queries
- Add Calculated Columns in a Query
- Sort and Filter Data in a Query

### CREATING FORMS

- Start a New Form
- Enhance a Form

### CREATING REPORTS

- Start a New Report
- Enhance Report Layout

### APPENDIX A: MAPPING COURSE CONTENT TO ACCESS EXPERT (OFFICE 365 AND OFFICE 2019): EXAM MO-500

### APPENDIX B: MICROSOFT® ACCESS® FOR OFFICE 365™ COMMON KEYBOARD SHORTCUTS