Access for Office 365 Introduction

Length: 1/2 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.

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.

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