Course Length --- *2 Days*
Course Format --*Instructor-Led*

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Microsoft® Access® 2019 Introduction

Course Description

Course Overview: Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, such as research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility, for example, time reporting or recording a sale. Virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Access® 2019 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization. In this course, you will use Access 2019 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 365 and Office 2019): Exam MO-500 certification.

Target Student: This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2019, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Prerequisites: To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. For example, you can obtain this level of skills and knowledge by taking either of the following CompuTrain courses, or any similar courses in general Microsoft Windows skills:

- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

Course Objectives

In this course, you will create and manage an Access 2019 database.

You will:

- Navigate within the Microsoft 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.
- Provide input validation features to promote the entry of quality data into a database.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Improve the usability of Access tables.
- Create advanced queries to join and summarize data.
- Use advanced formatting and controls to improve form presentation.
- Use advanced formatting and calculated fields to improve reports.

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Course Content (continued on next page)

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Course Content (continued from previous page)

DAY 1

Lesson 1: Getting Started with Access 2019
- 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

Lesson 2: Creating Tables
- Plan an Access Database
- Start a New Access Database
- Create a New Table
- Establish Table Relationships

Lesson 3: Creating Queries
- Create Basic Queries
- Perform Calculations in a Query
- Sort and Filter Data in a Query

Lesson 4: Creating Forms
- Start a New Form
- Enhance a Form

Lesson 5: 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® Office Access® 2019 Common Keyboard Shortcuts

DAY 2

Lesson 1: Promoting Quality Data Input
- Restrict Data Input Through Field Validation
- Restrict Data Input Through Forms and Record Validation

Lesson 2: Improving Efficiency and Data Integrity
- Data Normalization
- Associate Unrelated Tables
- Enforce Referential Integrity

Lesson 3: Improving Table Usability
- Create Lookups Within a Table
- Work with Subdatasheets

Lesson 4: Creating Advanced Queries
- Create Query Joins
- Create Subqueries
- Summarize Data

Lesson 5: Improving Form Presentation
- Apply Conditional Formatting
- Create Tab Pages with Subforms and Other Controls

Lesson 6: Creating Advanced Reports
- Apply Advanced Formatting to a Report
- Add a Calculated Field to a Report
- Control Pagination and Print Quality
- Add a Chart to a Report

Appendix A: Mapping Course Content to Access Expert (Office 365 and Office 2019): Exam MO-500

Appendix B: Microsoft® Office Access® 2019 Common Keyboard Shortcuts