

## Introduction to Data Analytics with Access Outline

### Course Summary

#### Description

This course provides individuals involved in analysis-related activities with an overview of the analysis skills needed to support decision-makers in achieving organizational results.

Participants generate data while engaged in a real-world simulation. Various analytical techniques are applied to analyze the data, and the course concludes with a presentation of analysis results.

As a tool, this course uses Access. It is composed of 50% lecture and 50% lab work.

#### Topics

- Getting Started with Access
- Working with Tables and Data
- Queries
- Generating Reports
- Advanced Table Topics
- Advanced Queries
- Working with Data

#### Audience

This course is designed for anybody who needs to do Data Analytics.

#### Prerequisites

Before taking this course, you should have a computer with Access (proper version to be confirmed).

#### Duration

Three days

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### Course Outline

- I. Getting Started with Access**
  - A. Orientation to Access
  - B. How to Create an Access Database
  
- II. Working with Tables and Data**
  - A. Tables
  - B. Data Types
  - C. Proper Syntax
  - D. Best Practices
  - E. Creating Table Data
  - F. Sorting and Filtering
  - G. Creating Views
  
- III. Queries**
  - A. Joining Different Tables
  - B. Sort and Filter Data in a Query
  - C. Performing Calculations in a Query
  
- IV. Generating Reports**
  - A. Creating a Report
  - B. Changing the Appearance of a Report
  - C. Printing Reports
  
- V. Advanced Table Topics**
  - A. Relational Database Design
  - B. Creating Table Relationships
  
- VI. Advanced Queries**
  - A. Creating Parameter Queries
  - B. Creating Unmatched and Duplicate Queries
  - C. Summarize Data
  
- VII. Working with Data**
  - A. Import Data into Access
  - B. Export Data to Text File Formats
  - C. Export Access Data to Excel