

Microsoft Office Access 2019: Part 1

Course Summary

Description

This course is the first part of a three-course series that covers the skills needed to perform database design and development in Access 2019.

- Microsoft Office Access 2019: Part1: (this course): Focuses on the design and construction of an Access database —viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.
- Microsoft Office Access 2019: Part 2: Focuses on optimization of an Access database, including optimizing performance and normalizing data, data validation, usability, and advanced queries, forms, and reports.
- Microsoft Office Access 2019: Part 3: Focuses on managing the database and supporting complex database designs , including import and export of data, using action queries to manage data, creating complex forms and reports, macros and VBA, and tools and strategies to manage, distribute, and secure a database.

Objectives

After taking this course, students will be able to create and manage an Access 2019 database:

- 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.

Topics

- Lesson 1: Getting Started with Access 2019
- Lesson 2: Creating Tables
- Lesson 3: Creating Queries
- Lesson 4: Creating Forms
- Lesson 5: Creating Reports
- Appendix A: Microsoft Office Access 2019 Common Keyboard Shortcuts

Audience

The target student has experience using Microsoft Windows 10 and wants 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 Logical Operations courses or any similar courses in general Microsoft Windows skills:

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

Duration

One Day

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Course Outline

- I. Lesson 1: Getting Started with Access 2019*
 - A. Launch Access and Open a Database
 - B. Use Tables to Store Data
 - C. Use Queries to Combine, Find, Filter, and Sort Data
 - D. Use Forms to View, Add, and Update Data
 - E. Use Reports to Present Data
 - F. Get Help and Configure Options in Microsoft Access
- II. Lesson 2: Creating Tables*
 - A. Plan an Access Database
 - B. Start a New Access Database
 - C. Create a New Table
 - D. Establish Table Relationships
- III. Lesson 3: Creating Queries*
 - A. Create Basic Queries
 - B. Perform Calculations in a Query
 - C. Sort and Filter Data in a Query
- IV. Lesson 4: Creating Forms*
 - A. Start a New Form
 - B. Enhance a Form
- V. Lesson 5: Creating Reports*
 - A. Start a New Report
 - B. Enhance Report Layout
- VI. Appendix A: Microsoft Office Access 2019 Common Keyboard Shortcuts*