



# Basic Microsoft Access

## Training Calendar

Date	Training Time	Location
04 February 2019	2 Days	Bilginç IT Academy
14 October 2019	2 Days	Bilginç IT Academy

## Training Details

Training Time	:	2 Days
Capacity	:	12
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.

## About Training

### About Training

Microsoft® Office Access 2016 can help you and your organization collect and manage large amounts of data. You can use it as a personal data management tool, or you can use it to develop applications for a department or an entire organization. In this course, you will use Access 2016 to manage your data by creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

## What You'll Learn

In this course, you will learn how to use Access 2016 to manage your data by creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

## Who Should Attend

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

## Outline

### Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help and Configure Options in Microsoft Access

### Working with Table Data

- Modify Table Data
- Sort and Filter Records

### Querying a Database

- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query

### Using Forms

- Create Basic Access Forms
- Work with Data on Access Forms

### Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print
- Organize Report Information
- Format Reports