

Gearing You For Growth

Bursaries | Business Skills | Coaching and Mentoring | **Computer Skills** | E-Learning | Learnerships | Skills Development | Virtual Training

Microsoft Access (Level 1)

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 can help you and your organisation 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 organisation. In this course, you will use Microsoft Access to manage your data, including creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, as well as sorting data.

Target Audience

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

Prerequisites

You should be familiar with using personal computers. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs, navigate to information stored on the computer, manage files, and folders.

Duration

- 1 Day



Course Outline

Module 1: Getting started with Microsoft Access

- Orientation to Microsoft Access.
- Create a simple access database.
- Get help and configure options in Microsoft Access.

Module 2: Working with table data

- Modify table data.
- Sort and filter records.

Module 3: Querying a database

- Create basic queries.
- Sort and filter data in a query.
- Perform calculations in a query.

Module 4: Using forms

- Create basic access forms.
- Work with data on access forms.

Module 5: Generating reports

- Create a report.
- Add controls to a report.
- Format the controls in a report.
- Enhance the appearance of a report.
- Organize report information.
- Format reports.