



Access 2016 Level 1 Course Content

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Course Objectives:

- Identify the components of a database and work with those components.
- Open a table, find information stored there, and enter data.
- Create several query types, edit and run queries, and use action and calculation queries.
- Create several report types, enhance reports and print preview reports.
- Preview and print database objects, and change the page setup options.

This course is for students who want to understand how to work with existing Access databases to create and modify tables, queries and reports.

Course Content:

The Basics

Understanding Database Concepts
Getting Started
Creating a Database
Working with Objects

Table Data

Table Concepts / Viewing Data in a Table
Entering and Editing Data / Applying Filters

Queries

Creating a Query
Selecting and Sorting in a Query
Performing Calculations
Action and Parameter Queries

Reports

Creating and Previewing Reports using the Wizard
Creating and Previewing Reports in Design View
Report Control Operations and Attributes

Printing

Previewing and Printing Objects