



# Access 2019 Level 1 Course Content

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

## 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, create charts, 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  
Converting Access 2016 Files  
Working with Objects

### Table Data

Table Concepts / Viewing Data in a Table  
Changing the Datasheet Appearance  
Entering and Editing Data / Applying Filters

### Queries

Creating a Query / Using the Query Wizard  
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  
Creating Charts

### Printing

Previewing and Printing Objects