

# Microsoft Access Level I

Learn the basics of Microsoft Access. This Microsoft Access beginner course includes an overview of the Microsoft Access 2016 user interface and an introduction to creating data tables. By the end of Microsoft Access Level I, you'll know how to work with data in Microsoft Access and create basic forms.

**Group classes in NYC and on-site training is available for this course.**

For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: [careercenters.com/courses/access-level-I](http://careercenters.com/courses/access-level-I)



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## Course 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