

# Microsoft Access Level I

Covers the basic skills, including: identifying the components of the Microsoft Access 2016 environment, identifying the components of a database, organizing data in tables, viewing data in tables, querying a database, designing forms and generating reports.

## 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

## Contact

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