# Microsoft Access – Level 1

## Course outline

Provided by: Performance Management Consultants – PMC Training

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| **Reference no.** | 208-26 |
| **Duration** | 2.00 day(s) | 12:00 hours [1] |
| **Website link** | https://pmctraining.com/training/microsoft-access-level-1/ |

### Techniques to Work Effectively with Databases

This two-day course will help you understand how to identify and work with database components; open tables to locate, edit and enter data; create and customize tables; use input masks and data validation techniques; create table relationships ensuring data integrity; create and customize table forms; work with queries to extract, edit and perform calculations with table data; create and customize reports; import and export data into tables and preview and print data objects.

## Learning outcomes

**At the end of this workshop, you will be able to:**

- Work with Tables, Forms, Queries and Reports
- Enter, edit and filter table data
- Create and set custom options for inputting table data
- Relate tables to one another using referential integrity
- Create and customize forms
- Work with different types of queries
- Create and print reports
- Import and export data to Excel and other formats

## Workshop topics

**The Basics**

- Database Concepts
- Getting Started
- Creating a Database
- Converting Access Files

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[1] *The course hours reflect teaching time that often correlate with continuing education credits (CEC) or professional development units (PDU). Please check with your profession's governing body, as there is no universal approach.*

- Working with Objects
- Using Access Help

**Table Data**
- Table Concepts
- Viewing Data in a Table
- Changing the Database Appearance
- Entering and Editing Data
- Applying Filters

**Table Design**
- Creating a Table
- Changing the Table Design

**Data Entry**
- Data Entry Concepts
- Data Formats
- Input Masks
- Input Validation
- Adding Records

**Relationships**
- Relationships Between Tables
- Creating a Relationship
- Referential Integrity
- Removing a Relationship
- Printing Relationships

**Creating and Using Forms**
- Creating a Form Using AutoForm
- Creating a Form Using the Form Wizard
- Creating a Form in Design View
- Opening a Form
- Changing a Form Design
- Adding Controls
- Placing Controls
- Multiple-Choice Controls

- Error Checking

**Queries**
- Using the Query Wizard
- Creating a Query in Design View
- Selecting and Sorting in a Query
- Calculations
- Action Queries
- Parameter Queries

**Reports**
- Creating Reports
- Using the Report Wizard
- Previewing Reports
- Creating Reports in Design View
- Changing Report Design
- Control Operations
- Control Attributes

**Importing and Exporting Data**
- Importing and Exporting
- Importing a Text File
- Importing Data from an Access Database
- Exporting Data
- Troubleshooting Importing and Exporting Problems

**Printing**
- Printing Objects
- Print Preview

## Prerequisites

There are no prerequisites for this course.

**Note on Versions:**

This workshop is applicable to users of Microsoft 365, 2019, and 2016 versions. While some features or layouts may differ slightly between versions, the core skills and tools covered remain consistent.

## Who should attend this course?

This workshop is intended for anyone who has a good working knowledge of Microsoft Office products and is seeking to understand how to work with databases.