

Course Name**Microsoft Access Level 1****Course Duration****One Day****Course Objectives**

This course is designed for people who wish to establish a foundational understanding of Microsoft Access, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Course Content

- **Getting Started with Access**
 - Orientation to Microsoft Access
 - Create a Simple Access Database
 - Get Help in Microsoft Access
- **Working with Table Data**
 - Modify Table Data
 - Sort and Filter Records
 - Create Lookups
- **Querying a Database**
 - Join Data from Different Tables in a Query
 - Sort and Filter Data in a Query
 - Perform Calculations in a Query
- **Creating Advanced Queries**
 - Create Parameter Queries
 - Create Action Queries
 - Create Unmatched and Duplicate Queries
 - Summarize Data
- **Generating Reports**
 - Create a Report
 - Add Controls to a Report
 - Enhance the Appearance of a Report
 - Prepare a Report for Print
- **Customizing the Access Environment**
 - The Access Options Dialog Box

Prerequisites

Knowledge of Windows along with familiarity with using a keyboard and mouse is assumed.

Interested in this course?

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