

Microsoft Access 2016 Level 1



MS Access Course Outline:

Lesson 1: Getting Started with Access

- Topic A: Orientation to Microsoft Access
- Topic B: Create a Simple Access Database
- Topic C: Get Help and Configure Options in Microsoft Access

Lesson 2: Working with Table Data

- Topic A: Modify Table Data
- Topic B: Sort and Filter Records

Lesson 3: Querying a Database

- Topic A: Create Basic Queries
- Topic B: Sort and Filter Data in a Query
- Topic C: Perform Calculations in a Query

Lesson 4: Using Forms

- Topic A: Create Basic Access Forms
- Topic B: Work with Data on Access Forms



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Lesson 5: Generating Reports

Topic A: Create a Report

Topic B: Add Controls to a Report

Topic C: Enhance the Appearance of a Report

Topic D: Prepare a Report for Print

Topic E: Organize Report Information

Topic F: Format Reports