

# Microsoft Access for Office 365: Part 1

**Price:** 295

**Duration:** 1 days

**Delivery Methods:** Virtual

## Overview

### Description

In this course, you will create and manage an Access database.

You will:

- Navigate within the Access application environment, create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Use forms to make it easier to view, access, and input data.
- Create and format custom reports.

**Lesson 1:** Working with an Access Database

**Topic A:** Launch Access and Open a Database

**Topic B:** Use Tables to Store Data

**Topic C:** Use Queries to Combine, Find, Filter, and Sort Data

**Topic D:** Use Forms to View, Add, and Update Data

**Topic E:** Use Reports to Present Data

**Topic F:** Get Help and Configure Options in Access

**Lesson 2:** Creating Tables

**Topic A:** Plan an Access Database

**Topic B:** Start a New Access Database

**Topic C:** Create a New Table

**Topic D:** Establish Table Relationships

**Lesson 3:** Creating Queries

**Topic A:** Create Basic Queries

**Topic B:** Add Calculated Columns in a Query

**Topic C:** Sort and Filter Data in a Query

**Lesson 4:** Creating Forms

**Topic A:** Start a New Form

**Topic B:** Enhance a Form

**Lesson 5:** Creating Reports

**Topic A:** Start a New Report

**Topic B:** Enhance Report Layout

## Course Schedule

Date	Time	Price	Options
07/24/2026	08:00 AM - 04:00 PM CT	295.00	<a href="#">Buy Now</a> <a href="#">Enroll</a>

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