

# Microsoft Access 365 Level 1 Course Outline

Duration: 1 Day

Unlock the power of data management with our Microsoft Access 365 Level 1 beginners training course. Tailored for both novices and those with limited database experience, this Microsoft Access 365 course equips you with the essential skills to operate Microsoft Access effectively. Our hands-on training delves into creating databases from scratch, formulating queries, and generating detailed reports, among other key functions. The latest Access 365 features, including improved data visualisation and enhanced workflow options, are covered to ensure a well-rounded understanding of the platform.

## What You'll Learn

- Work with table data, including sorting, filtering, and data integrity through lookup fields.
- Create and customise basic to advanced queries for data retrieval and analysis.
- Generate readable reports, complete with controls and customisable themes.
- Design relational databases, manage fields, and understand table relationships for optimised data storage and retrieval.

## Course Prerequisites

This is a beginners training course, so no advanced skills are required—just a willingness to learn! To make the most of your training experience, we recommend:

- **Basic computer skills:** Familiarity with using a PC or Mac, including navigating with a mouse or equivalent device.
- **Internet know-how:** Confidence in accessing the internet and downloading files as needed

## Full Course Outline

### Getting Started with Access

- What is Microsoft Access
- Components of a database
- Create a simple database
- Creating a simple form

### Working with Table Data

- Work with table data
- Work with records
- Sort and filter records
- Create lookups and relationships

## Query a Database

- Use a query to view data from multiple tables
- Sort and filter data in a query
- Perform calculations in a query

## Create Advanced Queries

- Create parameter queries
- Create action queries
- Create find duplicate and find unmatched queries
- Summarize data

## Generate Reports

- Create a report
- Add controls to a report

## Advanced Reporting

- Design a relational database
- Relational database design

## Working with Tables

- Modify a table and fields
- Create table relationships

## Joining Tables

- Create query joins
- Working with subdatasheets and subqueries

## Importing and Exporting Data

- Import data into Access
- Export data

### Training Benefits

**Comprehensive training materials:** Access detailed notes and exercise files for future reference.

**Post-training support:** Enjoy three months of assistance via email, phone, or screen sharing for follow-up questions.

**Certificate of completion:** Celebrate your achievement with a certificate that recognises your effort and skills.

**Practical learning environment:** Experience hands-on training designed to build confidence and inspire trust.