Microsoft Access for Office 365: Part 1

Category: Modern Workplace & M365 | **Vendor:** Microsoft

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Data is everywhere. Most job roles today involve some form of data management. Virtually everyone is affected in some way by the need to manage data. A relational database application such as Microsoft® Access® can help you and your organization with this task. This course is the first part of a three-course series that covers the skills needed to perform database design and development in Access.Microsoft® Access® for Office 365 : Part 1 (this course): Focuses on the design and construction of an Access database viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.Microsoft® Access® for Office 365 : Part 2 : Focuses on optimization of an Access database, including optimizing performance and normalizing data, data validation, usability, and advanced queries, forms, and reports.Microsoft® Access® for Office 365 : Part 3 : Focuses on managing the database and supporting complex database designs, including import and export of data, using action queries to manage data, creating complex forms and reports, macros and VBA, and tools and strategies to manage, distribute, and secure a database.This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

About This Course

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Microsoft® Access® for Office 365 : Part 1 (this course): Focuses on the design and construction of an Access database viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.
Microsoft® Access® for Office 365 : Part 2 : Focuses on optimization of an Access database, including optimizing performance and normalizing data, data validation, usability, and advanced queries, forms, and reports.
Microsoft® Access® for Office 365 : Part 3 : Focuses on managing the database and supporting complex database designs, including import and export of data, using action queries to manage data, creating complex forms and reports, macros and VBA, and tools and strategies to manage, distribute, and secure a database.
This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

Who Should Attend

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

Learning Outcomes

Upon successful completion of this course, participants will be able to:

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.

Detailed Course Outline

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

Additional Course Details

Nexus Humans Microsoft Access for Office 365: Part 1 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Access for Office 365: Part 1 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft Access for Office 365: Part 1?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Microsoft Access for Office 365: Part 1 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft Access for Office 365: Part 1 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft Access for Office 365: Part 1?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Access for Office 365: Part 1. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Microsoft Access for Office 365: Part 1?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Microsoft Access for Office 365: Part 1 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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