



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Access® 2016: Part 1

Duration: 2 Days

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist (MOS) Microsoft Access 2016* — **Exam:** 77-730

Course Description

A relational database application such as Microsoft Office Access 2016 can help attendees and their organizations collect and manage large amounts of data. Access is a versatile tool. Attendees can use it as a personal data management tool (for their use alone), or they can use it as a construction set to develop applications for an entire department or organization. In this course, attendees will use Access 2016 to manage data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Target Audience

This course is intended for:

- Persons who wish to establish a foundational understanding of Microsoft Office Access 2016.

Prerequisites

To attend this course, candidates must have:

- End-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites
- OR**
- Completed either of the following Logical Operations courses or any similar courses in general Microsoft Windows skills:
 - *Introduction to Personal Computers Using Microsoft® Windows® 10*
 - *Microsoft® Windows® 10: Transition from Windows® 7*



Exam Details

Exam Code:	• 77-730
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

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

- Navigate within the Microsoft 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.

Course Topics

Lesson 1: Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help and Configure Options in Microsoft Access

Lesson 2: Working with Table Data

- Modify Table Data
- Sort and Filter Records

Lesson 3: Querying a Database

- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Course Topics *Continued*

Lesson 4: Using Forms

- Create Basic Access Forms
- Work with Data on Access Forms

Lesson 5: Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print
- Organize Report Information
- Format Reports

Appendix A: Microsoft Office Access 2016 Exam 77-730

Appendix B: Microsoft Access 2016 Common Keyboard Shortcuts

ACTIVITIES INCLUDED