

## Microsoft Access 2016 Level 1

### Brief description & Course outline

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The skills and knowledge acquired in **Microsoft Access 2016 - Level 1** are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

At the completion of this course you should be able to:

- o understand how **Access** is used and how to navigate around it
- o design a database with lookup tables
- o create a database structure using **Access**
- o modify the structure of an existing table
- o add records to a new table
- o add transactional records to a lookup database
- o work with the records in a database table
- o sort and filter records in a table
- o create simple and effective queries
- o create meaningful reports from tables
- o create and use forms

**Microsoft Access 2016 - Level 1** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

**Topic Sheets** - 108 topics

**Methodology** - The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

**Formats Available** - A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

**Companion Products** - There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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