

# Course : Access 2021/ Microsoft 365, getting started

*Practical course - 2d - 14h00 - Ref. ACL*

**Price : 760 € E.T.**

★★★★★ 4,7 / 5

This training course will introduce you to database management in Access 2021/365. You'll learn how to use the interface, create queries, forms and reports, and export and import data between Access and Excel.

## Teaching objectives

**At the end of the training, the participant will be able to:**

- ✓ Analyze a database
- ✓ Creating a database and tables
- ✓ Exploiting data with queries
- ✓ Data entry with forms
- ✓ Editing data with a report
- ✓ Mastering database utilities

## Intended audience

Any user wishing to create a database or manage an existing Access 2021/365 database.

## Prerequisites

Basic knowledge of the Windows environment.

## Practical details

### Hands-on work

Discussions, experience sharing, demonstrations, tutorials and case studies to train you throughout the course.

### Teaching methods

Active teaching based on discussion, case studies and training exercises.

## Course schedule

### PARTICIPANTS

Any user wishing to create a database or manage an existing Access 2021/365 database.

### PREREQUISITES

Basic knowledge of the Windows environment.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Analyze a database

- Understand database vocabulary and concepts.
- Prepare database design.
- Get to grips with the interface: ribbon, navigation panel.
- Identify the specific features of each version (2016/2019/2021).

### Hands-on work

Handling the interface. Prepare your database on paper.

## 2 Creating a database and tables

- Design and customize the structure of a data table in creation mode.
- Master the main field types and their properties: Short Text, Long Text, Numeric, Date/Time...
- Create a calculated field formula.
- Define a primary key.
- Set up the relationships structuring the database.
- Discover the Large Number and Extended Date/Time fields.

### Hands-on work

Create a table from creation mode and an empty database.

## 3 Exploiting data with queries

- Create simple queries with and without criteria.
- Create parameterized queries.
- Create queries with grouping operations.
- Understand multi-table queries and relationships between tables.
- Use mismatch and duplicate selection queries.
- Design calculations in queries, use the expression generator.

### Hands-on work

Filter table data, perform statistical calculations and evaluate data.

## 4 Data entry with forms

- Create a form using the wizard.
- Use page mode.
- Ensure the integrity of data entered: exploit the properties of form controls.
- Use drop-down lists.
- Create a form with sub-forms.
- Integrate a calculation.

### Hands-on work

Create input forms, integrate sub-forms and calculations.

## 5 Editing data with a report

- Create a report with the wizard.
- Use the different report display modes.
- Create a report with groupings in page mode.
- Integrate calculations and statistics.
- Insert headers and footers, control page breaks.
- Visualize data with graphs.

### Hands-on work

Create and present a report. Group and calculate.

## TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

## TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

## ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at psh-accueil@orsys.fr to review your request and its feasibility.

## 6 Mastering database utilities

- Compact the database.
- Encrypt the database.
- Discover startup options.
- Create a start menu and discover macros.
- Communicate with other Office tools.

### Hands-on work

Finalize the presentation of your database.