

CONTINUING EDUCATION

COURSE OUTLINE – Microsoft Access

INSTRUCTOR: Self-paced

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PREREQUISITE(S): None

LEARNING TOOLS AND RESOURCES:

Operating System: The minimum recommended operating system is Windows 10.

****Mac or IOS systems cannot be used for this course.***

Microsoft Access Software: Learners are responsible for their own access to Microsoft Access 2016, or 2019/365 software. This software is not included in the course.

Jasperactive software: The cost of this software is included in the course. Internet access and software download are required.

G-Matrix software: The cost of this software is included in the course. Internet access and software download are required.

CALENDAR DESCRIPTION:

This course teaches you how to design, create, and manage databases. You will design tables, select appropriate data types, and create logical relationships. You will also create and manage queries, forms, and reports, and will use techniques to streamline data entry, maintain data integrity, and analyze data.

This course uses interactive online software and follows an assessment-first approach. Your skills are assessed up front and you receive an individualized learning plan. Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Office Specialist Access Expert Exam. One exam attempt is included with the course fee.

COURSE LENGTH: 40 hours

DELIVERY MODE: Online Self-paced

TRANSFERABILITY: N/A

GRADING CRITERIA:

Students taking the Microsoft Certification Exam must achieve a minimum score of 700 (70%) in order to obtain certification.

STUDENT RESPONSIBILITIES: Completion of assessments and practice lessons.

COURSE SCHEDULE/TENTATIVE TIMELINE:

Dates vary (refer to website for current availability).

COURSE CONTENT

Lesson 1: Exploring the Access

Environment

- Introduction to Databases
- The Access User Interface
- Working with Databases
- Using the Navigation Pane

Lesson 2: Building Tables

- Table Basics
- Defining Tables
- Modifying Table Fields
- Importing Data
- Constraining Input
- Table Relationships and Keys

Lesson 3: Retrieving the Data You Want

- Finding Records
- Sorting and Filtering Records
- Creating Queries
- Adding Query Criteria
- Grouping and Summarizing Query Data
- Using Conditional Logic in a Query

Lesson 4: Working with Forms

- Form Views
- Understanding Forms with Subforms
- Using the Form Wizard
- Applying Formatting and Design Options

Lesson 5: Designing Reports

- Report Views
- Creating Reports
- Adding Calculations to Reports
- Grouping and Sorting Data in Reports
- Formatting Reports

Lesson 6: Protecting, Maintaining, and Managing Databases

- Encrypting and Password-protecting Database Files
- Backing up a Database
- Recovering a Database from Backup
- Working with Split Databases