

## MICROSOFT ACCESS FOR OFFICE 365 – PART 1

### COURSE SPECIFICATIONS

Course Code:	MS-ACC-P1
Course No:	ELK91-144_rev1.1
Course Length:	2 Days
CertiPort Exam No:	MO-500

### COURSE DESCRIPTION

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* 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.

### TARGET AUDIENCE

This course is designed for candidates looking to establish a foundational understanding of Microsoft Access for Office 365, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

### PRE-REQUISITES

To ensure your success in this course, you should 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. It is recommended that you have completed *Microsoft Excel for Office 365 – Part 1* or possess equivalent knowledge.

### HARDWARE REQUIREMENTS

For this course, you will need one computer for each candidate. **For classroom-based training, each computer will need the following *minimum* hardware configurations:**

- 1 gigahertz (GHz) 64-bit (x64) processor.
- 4 gigabytes (GB) of Random Access Memory (RAM).
- 32 GB available storage space.
- Monitor capable of a screen resolution of at least 1280 × 1024 pixels, at least a 256-color display, and a video adapter with at least 4 MB of memory.
- Keyboard and mouse (or another pointing device).
- Fast Ethernet (100 Mb/s) adapter or faster and cabling to connect to the classroom network.
- IP addresses that do not conflict with other portions of your network.
- Internet access (contact your local network administrator).

#### For virtual online training:

- The above-mentioned hardware requirements, also including, if possible, an extra monitor to follow the trainer with ease of access.
- Microphone and speakers or headset.

### SOFTWARE REQUIREMENTS

#### For both classroom-based and virtual online training:

- Microsoft Windows 10 or 11.
- Microsoft 365 license (which provides the Microsoft Office apps).

**NOTE:** *The Microsoft 365 plan you use depends on the licensing available in your environment. Note that some Microsoft 365 plans do not include Access, so make sure you use one of the plans that includes the Access application.*

#### For virtual online training:

- A Microsoft Team account.  
**NOTE:** *You don't need an account, as you can join a session as a guest, but it will be beneficial to you as it will give you more options and a better sharing experience.*

## COURSE OBJECTIVES

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.

## LEARNING OUTLINE

1. Working with an Access Database
  - a. Launch Access and Open a Database
  - b. Use Tables to Store Data
  - c. Use Queries to Combine, Find, Filter, and Sort Data
  - d. Use Forms to View, Add, and Update Data
  - e. Use Reports to Present Data
  - f. Get Help and Configure Options in Microsoft Access
2. Creating Tables
  - a. Plan an Access Database
  - b. Start a New Access Database
  - c. Create a New Table
  - d. Establish Table Relationships
3. Creating Queries
  - a. Create Basic Queries
  - b. Add Calculated Columns in a Query
  - c. Sort and Filter Data in a Query
4. Creating Forms
  - a. Start a New Form
  - b. Enhance a Form
5. Creating Reports
  - a. Start a New Report
  - b. Enhance Report Layout

## ASSESSMENTS

*Formative* assessments in the form of a knowledge questionnaire as well as minor projects will take place during the course. *Summative* assessments will be conducted at the end of the course in the form of a practical/theoretical test.

If a candidate does not wish to write a summative assessment, a Onetrust Training Solutions certificate that indicates *Attendance* will be provided.

## MERSETA TRAINING PROVIDER

Onetrust Training Solutions has received full accreditation as a **merSETA Training Provider**. (Certification number: 17-QA/ACC/2313/21.)

We are in the process of extending our scope of accreditation for most of our individual training courses and skills programmes. Successful participants will receive a *Onetrust Training Solutions* certificate for the relevant courses.

## MICROSOFT CERTIFICATION

Microsoft Office certifications gives candidates a professional edge by providing globally recognized industry endorsed evidence of skills mastery, demonstrating your abilities and willingness to embrace new technologies. Workers can prove their skills and proficiency with Microsoft computer programs by earning the Microsoft Office Specialist (MOS) certification. Individuals can elect to earn certification in one or more Microsoft programs, such as Word, Excel, or PowerPoint.

This course is part of a **3-part-series** that covers the Microsoft Office Specialist Program exam objectives to help you prepare for the **Microsoft Access Expert (Microsoft Office 365 Apps and Office 2019): Exam MO-500** certification exam.

Microsoft Office Specialist is an internationally recognised qualification available in more than 160 countries around the world. Microsoft Office Specialist certification is the only official Microsoft-recognized certification for Microsoft Office globally.

## CONTACT DETAILS

Further enquiries may be directed to:

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