

## **Microsoft Access 2019: Basics**

### **Lesson 1: Getting Started with Access**

Topic A: Orientation to Microsoft Access

Topic B: Create a Simple Access Database

Topic C: Get Help and Configure Options in Microsoft Access

### **Lesson 2: Working with Table Data**

Topic A: Modify Table Data

Topic B: Sort and Filter Records

### **Lesson 3: Querying a Database**

Topic A: Create Basic Queries

Topic B: Sort and Filter Data in a Query

Topic C: Perform Calculations in a Query

### **Lesson 4: Using Forms**

Topic A: Create Basic Access Forms

Topic B: Work with Data on Access Forms

### **Lesson 5: Generating Reports**

Topic A: Create a Report

Topic B: Add Controls to a Report

Topic C: Enhance the Appearance of a Report

Topic D: Prepare a Report for Print

Topic E: Organize Report Information

Topic F: Format Reports