

# Microsoft Access 365, Part 1 of 5: Get Started with Access

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**Meet the expert:** I'm Kari Hoiem. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I've helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training &ndash; you name it &ndash; I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

**Prerequisites:** Knowledge of data types, database structure and use of other Microsoft tools and interface ribbons is very useful, but not required.

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**Course description:** Microsoft Access is a database management system (DBMS) used to store and manage data allowing a user to create forms, query information and create reports. This course will get you started with Access, getting comfortable with the interface, the Access object overview and how to create a database.

## Course outline:

### Getting Started

- Introduction
- Get Started
- Overview of the Database
- Access Navigation
- Toolbars and Ribbons
- Access Options
- Summary

### Access Object Overview

- Introduction
- Access Object Overview
- Query Design View
- Select Queries
- Union Query
- Forms
- Form Contextual Tabs
- Switch Form View
- Property sheet
- Reports
- Layout View
- Macros
- Modules Overview
- Summary

### Create a Database

- Introduction
- Creating a Database
- Database Creation Demo
- Summary