

# Access 365 Level 1 : Access 365 Level 1

Most organizations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application. In this course, you use Access 365 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

## **Course Outcomes**

- 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.