

091144 - Microsoft® Access® for Office 365™: Part 1 Revision 1.0 to 1.1

Released June 2022

Section/Lesson/Topic Section	Name	Change Type
Throughout the course	Images	<ul style="list-style-type: none"> Reshot images as the tabs for objects has a new look (no longer is the tab the theme color used in Access, it now is white with a theme color border on the top of the selected tab).
Frontmatter	Microsoft Office Software Updates	<ul style="list-style-type: none"> Here and throughout the course, reference to the subscription is changed from “Office 365” to “Microsoft 365”.
	Presentation Tips	<ul style="list-style-type: none"> Added Student Note at end of section regarding Microsoft accounts.
	Course-Specific Technical Requirements	<ul style="list-style-type: none"> Under Hardware, removed “32-bit (x86)” from supported hardware. Under Software, two new Student Notes.
	Setting Up the Course	<ul style="list-style-type: none"> Updated from Step 10 on to ensure latest Office features are enabled.
Lesson 1, Topic A	The Access Application Window	<ul style="list-style-type: none"> Updated description for Quick Access Toolbar.
	The Ribbon	<ul style="list-style-type: none"> Removed the supporting block “Simplified Ribbon” as this has not been implemented for Access in the past 3 years and probably won’t be.
	File Options and the Backstage View	<ul style="list-style-type: none"> Added “Home” row to the table and moved “Info” down to reflect the updated order of the tabs in the File menu.
	Activity: Launching Access and Opening a Database	<ul style="list-style-type: none"> Updated Student Note at end of Scenario. Updated Step 1 as the Home page is now shown when you open Access instead of the Recent page. Removed images from Steps 1 and 2 because they didn’t really add anything to what students already will see on their screens.
Lesson 1, Topic B	Activity: Viewing Tables and Table Relationships	<ul style="list-style-type: none"> Step 4e, updated image and dates.
	Commit, Save, and Undo	<ul style="list-style-type: none"> Updated first bullet for undoing an action. Updated Nine Ways to Save Records list.
	How to Enter and Revise Table Data	<ul style="list-style-type: none"> Updated procedure on How to Undo the Last Action.
	Activity: Revising and Entering Table Data	<ul style="list-style-type: none"> Step 1 e, d, and g updated.

	Activity: Adding a Total Row to a Datasheet	<ul style="list-style-type: none"> • Step 1f, 3 and 4 updated.
	Activity: Sorting and Filtering Records	<ul style="list-style-type: none"> • Step 6g updated.
Lesson 1, Topic C	Activity: Using Queries	<ul style="list-style-type: none"> • Step 6g updated.
Lesson 1, Topic F	Activity: Getting Help	<ul style="list-style-type: none"> • New Step 3b.
	How to Set Access Options	<ul style="list-style-type: none"> • Added new procedure on How to Show or Hide the Quick Access Toolbar.
	Activity: Setting Access Options	<ul style="list-style-type: none"> • Step 5 updated. • New Step 8. • Updated images in old Step 8.
Lesson 2, Topic A	Activity: Planning a New Database	<ul style="list-style-type: none"> • Added new slides: Database Tables and Database Fields, Keys, and Relationships.
Lesson 2, Topic B	Activity: Creating a New Database	<ul style="list-style-type: none"> • Step 1b: Uses the Home tab instead of the Recent tab. Also, updated 1d.
Lesson 2, Topic C	Activity: Creating a New Table	<ul style="list-style-type: none"> • Step 6a updated.
Lesson 2, Topic D	Throughout	<ul style="list-style-type: none"> • When Database Tools→Relationships is selected, instead of the Show Table pane, it is now the Add Tables pane.
	Activity: Preparing Keys for Table Relationships	<ul style="list-style-type: none"> • Step 2 updated, including substeps.
Lesson 3, Topic A	Activity: Planning to Create a Query	<ul style="list-style-type: none"> • Step 1b updated.
	Activity: Creating a Query Using the Query Wizard	<ul style="list-style-type: none"> • Step 5 updated, including substeps. • Step 6b updated.
	How to Create a Query by Using Query Design	<ul style="list-style-type: none"> • Updated per interface changes (dialog box).
	Activity: Creating a Query Using Query Design	<ul style="list-style-type: none"> • When creating a query, it is now Add Tables instead of Show Table. • Step 1d updated. • Step 2a: Instead of “the gray bar above... to select the column” it has been changed to “the area above...and when the pointer changes to a heavy black arrow”.
Lesson 3, Topic B	Logical Operators	<ul style="list-style-type: none"> • Deleted figure and added table.
Lesson 3, Topic C	Activity: Sorting a Query and Reordering Fields	<ul style="list-style-type: none"> • Step 4 updated.

Lesson 4, Topic B	Activity: Filtering and Sorting Data in a Form	<ul style="list-style-type: none"> • Step 1: Changed to just have students use the status bar button to verify that Form View is selected rather than going to the View menu.
	Activity: Setting Form Properties	<ul style="list-style-type: none"> • Step 4 updated.
	Activity: Laying Out a Form	<ul style="list-style-type: none"> • Step 6d, added image. • Added new 7d and e.
	Activity: Configuring a Form Lookup Field	<ul style="list-style-type: none"> • Form Design Tools→Design→Combo Box is now Form Design→Combo Box. • Step 4: Reversed the order of substeps a and b.
Lesson 5, Topic A	Activity: Creating a Simple Report	<ul style="list-style-type: none"> • IE note for step 5f, the following was added: If the rows are widely spaced, you can use Design View to adjust the row height then move the Page Footer and Report Footer up.
Appendix	Mapping Course Content to Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500	<ul style="list-style-type: none"> • Updated exam name.
	Course Files	<ul style="list-style-type: none"> • Mapping document, OVs, and Data Files updated per changes to lesson content.