

## Access 2016 - Part 1

### Overview

In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

### Prerequisites

- Microsoft Windows 10: Transition from Windows 7
- Using Microsoft Windows 10

### Prerequisite Comments

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. For example, you can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:

Using Microsoft® Windows® 10;

Microsoft® Windows® 10: Transition from Windows® 7

### Target Audience

This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2016, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

### Course Objectives

In this course, you will create and manage an Access 2016 database. You will:

- Navigate within the Microsoft 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.

[Register Online](#)

### Schedule

Class Length: 2 Days

G2R = "Guaranteed to Run"   OLL = "Online LIVE" ILT = "Instructor-Led-Training"					
12/07/20	G2R	9:00AM - 5:00PM	Online LIVE	OLL	\$590.00
01/18/21	G2R	9:00AM - 5:00PM	Online LIVE	OLL	\$590.00
03/02/21	G2R	9:00AM - 5:00PM	Online LIVE	OLL	\$590.00
04/13/21	G2R	11:00AM - 7:00PM	Online LIVE	OLL	\$590.00
05/25/21	G2R	9:00AM - 5:00PM	Online LIVE	OLL	\$590.00
06/03/21	G2R	9:00AM - 5:00PM	Online LIVE	OLL	\$590.00

## Course Outline

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### 1 - Getting Started with Access

Orientation to Microsoft Access  
Create a Simple Access Database  
Get Help and Configure Options in Microsoft Access

### 2 - Working with Table Data

Modify Table Data  
Sort and Filter Records

### 3 - Querying a Database

Create Basic Queries  
Sort and Filter Data in a Query  
Perform Calculations in a Query

### 4 - Using Forms

Create Basic Access Forms  
Work with Data on Access Forms

### 5 - Generating Reports

Create a Report  
Add Controls to a Report  
Enhance the Appearance of a Report  
Prepare a Report for Print  
Organize Report Information  
Format Reports

### 6 - Designing a Relational Database

Relational Database Design  
Create a Table  
Create Table Relationships

### 7 - Joining Tables

Create Query Joins  
Relate Data Within a Table  
Work with Subdatasheets

## 8 - Using Data Validation

Use Field Validation  
Use Form and Record Validation

## 9 - Creating Advanced Queries

Create Parameter Queries  
Summarize Data  
Create Subqueries  
Create Action Queries  
Create Unmatched and Duplicate Queries

## 10 - Organizing a Database for Efficiency

Data Normalization  
Create a Junction Table  
Improve Table Structure

## 11 - Using Advanced Reporting Techniques

Include Control Formatting in a Report  
Add a Calculated Field to a Report  
Add a Subreport to an Existing Report

## Related Courses, Certifications, Exams ---

- Using Microsoft Windows 10
- Microsoft Windows 10 - Transition from Windows 7
- Access 2016 - Part 2
- 10985 Introduction to SQL Databases
- 20761 Querying Data with Transact SQL