

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.

Course Outline

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
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