

Access 2016 - Level 1

Duration: 2 days

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.

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.

At Course Completion:

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 customise Access configuration options. Organise 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.

Lesson 1: Getting Started with Access

- Topic A: Orientation to Microsoft Access
- Topic B: Create a Simple Access Database
- Topic C: Get Help and Configure Options in Microsoft Access

Lesson 2: Working with Table Data

- Topic A: Modify Table Data
- Topic B: Sort and Filter Records

Lesson 3: Querying a Database

- Topic A: Create Basic Queries
- Topic B: Sort and Filter Data in a Query
- Topic C: Perform Calculations in a Query

Lesson 4: Using Forms

- Topic A: Create Basic Access Forms
- Topic B: Work with Data on Access Forms

Lesson 5: Generating Reports

- Topic A: Create a Report
- Topic B: Add Controls to a Report
- Topic C: Enhance the Appearance of a Report
- Topic D: Prepare a Report for Print
- Topic E: Organise Report Information
- Topic F: Format Reports

Lesson 6: Designing a Relational Database

- Topic A: Relational Database Design
- Topic B: Create a Table
- Topic C: Create Table Relationships

Lesson 7: Joining Tables

- Topic A: Create Query Joins
- Topic B: Relate Data Within a Table
- Topic C: Work with Subdatasheets

Lesson 8: Using Data Validation

- Topic A: Use Field Validation
- Topic B: Use Form and Record Validation

Lesson 9: Creating Advanced Queries

- Topic A: Create Parameter Queries
- Topic B: Summarise Data
- Topic C: Create Subqueries
- Topic D: Create Action Queries
- Topic E: Create Unmatched and Duplicate Queries

Lesson 10: Organising a Database for Efficiency

- Topic A: Data Normalisation
- Topic B: Create a Junction Table
- Topic C: Improve Table Structure

Lesson 11: Using Advanced Reporting Techniques

- Topic A: Include Control Formatting in a Report
- Topic B: Add a Calculated Field to a Report
- Topic C: Add a Subreport to an Existing Report