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## Microsoft Access 2016 Level 2

### About this course

You have the basic skills needed to work with Microsoft Office Access 2016 databases, including creating and working with Access tables, relationships, queries, forms, and reports. But so far, you have been focusing only on essential database user skills. In this course, you will consider how to maintain data consistency, how to customize database components, and how to share Access data with other applications.

You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft Office Access 2016 with other applications.

### Target Audience:

Microsoft Office Access 2016: Level 2 is designed for delegates who would like to learn intermediate-level operations of the Microsoft Office Access program. The Level 2 course is for individuals whose job responsibilities include maintaining data integrity; handling complex queries, forms, and reports; and sharing data between Access and other applications. This course is also a prerequisite to taking more advanced courses in Access 2016.

### Prerequisites

- Define database objects
- Design a simple database
- Create tables and table relationships
- Manage data in a table
- Create filters and queries
- Query records using expressions
- Create and modify forms and reports
- Open and navigate in a Word document
- Open and navigate in an Excel spreadsheet
- Open a text file in Notepad

### Delegates will learn how to

- modify the design and field properties of a table to streamline data entry and maintain data integrity.
- retrieve data from tables using joins.
- create flexible queries to display specified records, allow for user-determined query criteria, and modify data using queries.
- enhance the capabilities of a form.
- customize reports to organize the displayed information and produce specific print layouts.
- share Access data across other applications.

## Outline

### **Lesson 1: Controlling Data Entry**

Topic 1A: Restrict Data Entry Using Field Properties

Topic 1B: Establish a Pattern for Entering Field Values

Topic 1C: Create a List of Values for a Field

### **Lesson 2: Joining Tables**

Topic 2A: Create Query Joins

Topic 2B: Join Unrelated Tables

Topic 2C: Relate Data Within a Table

### **Lesson 3: Creating Flexible Queries**

Topic 3A: Set Select Query Properties

Topic 3B: Create Parameter Queries

Topic 3C: Create Action Queries

### **Lesson 4: Improving Forms**

Topic 4A: Design a Form Layout

Topic 4B: Enhance the Appearance of a Form

Topic 4C: Restrict Data Entry in Forms

Topic 4D: Add a Command Button to a Form

Topic 4E: Create a Subform

### **Lesson 5: Customising Reports**

Topic 5A: Organise Report Information

Topic 5B: Format the Report

Topic 5C: Set Report Control Properties

Topic 5D: Control Report Pagination

Topic 5E: Summarise Report Information

Topic 5F: Add a Subreport to an Existing Report

Topic 5G: Create a Mailing Label Report

## **Lesson 6: Sharing Data Across Applications**

Topic 6A: Import Data into Access

Topic 6B: Export Data

Topic 6C: Analyse Access Data in Excel

Topic 6D: Export Data to a Text File

Topic 6E: Merge Access Data with a Word Document