

Microsoft Access 2016 Level 1

About this course

One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft Office Access 2016 relational database application.

Target Audience:

This course is designed for delegates who wish to learn the basic operations of the Microsoft Access Database program to perform their day-to-day responsibilities, and to understand the advantages that using a relational database program can bring to their business processes.

The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, tables, and relationships; creating and maintaining records; locating records; and producing reports based on the information in the database. It also provides the fundamental knowledge and techniques needed to advance to more complex Access responsibilities such as maintaining databases and using programming techniques that enhance Access applications.

Prerequisites

- use a mouse
- type and use a keyboard
- navigate through Windows files and folders
- work with Windows - minimise, maximise, open and close

Delegates will learn how to

- examine the basic database concepts and explore the Microsoft Office Access 2016 environment
- design a simple database
- build a new database with related tables
- manage the data in a table
- query a database using different methods
- design forms
- generate reports

Outline

Lesson 1: Exploring the Access 2016 Environment

Topic 1A: Examine Database Concepts

Topic 1B: Explore the User Interface

Topic 1C: Use an Existing Access Database

Topic 1D: Customize the Access Environment

Topic 1E: Obtain Help

Lesson 2: Designing a Database

Topic 2A: Describe the Relational Database Design Process

Topic 2B: Define Database Purpose

Topic 2C: Review Existing Data

Topic 2D: Determine Fields

Topic 2E: Group Fields into Tables

Topic 2F: Normalize Data

Topic 2G: Designate Primary and Foreign Keys

Topic 2H: Determine Table Relationships

Lesson 3: Building a Database

Topic 3A: Create a New Database

Topic 3B: Create a Table

Topic 3C: Manage Tables

Topic 3D: Create a Table Relationship

Topic 3E: Save a Database as a Previous Version

Lesson 4: Managing Data in a Table

Topic 4A: Modify Table Data

Topic 4B: Sort Records

Topic 4C: Work with Subdatasheets

Lesson 5: Querying a Database

Topic 5A: Filter Records

Topic 5B: Create a Query

Topic 5C: Add Criteria to a Query

Topic 5D: Add a Calculated Field to a Query

Topic 5E: Perform Calculations on a Record Grouping

Lesson 6: Designing Forms

Topic 6A: View Data Using an Access Form

Topic 6B: Create a Form

Topic 6C: Modify the Design of a Form

Lesson 7: Generating Reports

Topic 7A: View an Access Report

Topic 7B: Create a Report

Topic 7C: Add a Custom Calculated Field to a Report

Topic 7D: Format the Controls in a Report

Topic 7E: Apply an AutoFormat to a Report

Topic 7F: Prepare a Report for Print