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## **Microsoft Access 2016** **Introduction Training**

### Overview & Learning Outcomes

The skills and knowledge acquired in Microsoft Access 2016 - Level 1 are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

Upon successful completion of this course you should be able to:

- Understand how Access is used and how to navigate around it
- Design a database with lookup tables
- Create a database structure using Access
- Modify the structure of an existing table
- Add records to a new table
- Add transactional records to a lookup database
- Work with the records in a database table
- Sort and filter records in a table
- Create simple and effective queries
- Create meaningful reports from tables
- Create and use forms

### Prerequisites

This course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### Duration:

1 Day

### Courseware:

High quality learning materials are available for purchase by participants.

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## **Microsoft Access 2016** **Introduction Training Course Outline**

### **Getting to Know Access 2016**

- Understanding Microsoft Access 2016
- Starting Access From the Desktop
- Understanding the Start Screen
- Creating a New Blank Database
- Understanding the Backstage View
- Opening an Existing Database File
- Understanding the Access 2016 Screen
- Using the Ribbon
- Working With the Navigation Pane
- Adding Commands to the QAT
- Working With Touch Mode
- Working With a Table
- Working With Other Database Objects
- Closing a Database File
- Exiting From Access 2016

### **Designing a Lookup Database**

- Understanding How Access Stores Data
- Understanding Access 2016 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising the Design

### **Creating a Lookup Database**

- Creating a New Database File
- Creating the Lookup Table
- Defining the Primary Key
- Saving and Closing a Table
- Creating the Transaction Table
- Understanding Lookup Table Relationships
- Connecting to a Lookup Table
- Viewing Table Relationships

### **Modifying Table Structures**

- Opening an Existing Table
- Adding Fields to an Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From a Table
- Copying a Table Within a Database
- Deleting a Table From a Database File

### **Adding Records to a Table**

- Typing Records in a Table
- Adding Records Using a Form
- Saving a Form Layout for Reuse
- Adding Records Using an Existing Form
- Adding Additional Records
- Importing From Microsoft Excel

### **Adding Transactional Records**

- Typing Transactional Records
- Adding Transactional Records Using a Form
- Adding Additional Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet

### **Working With Records**

- Table Navigation
- Navigating to a Specific Record
- Editing a Record

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- Deleting Record Data
- Undoing a Change
- Deleting a Record
- Deleting Several Records
- Searching in a Table
- Searching in a Field
- Finding and Replacing
- Printing Records From a Table
- Compacting a Database

### **Sorting and Filtering**

- Simple Sorting
- Sorting on Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

### **Creating Queries**

- Understanding Queries
- Creating a Query Design
- Working With a Query
- Changing a Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving a Query
- Running Queries From the Navigation Pane
- Deleting a Query
- Creating Additional Queries

### **Creating and Using Reports**

- Understanding Reporting in Access
- Creating a Basic Report
- Working With Existing Reports
- Previewing and Printing a Report
- Changing the Report Layout
- Using the Report Wizard
- Creating a Grouped Report
- Creating a Statistical Report
- Working With Grouped Reports

### **Creating and Using Forms**

- Understanding Forms
- Creating a Basic Form
- Creating a Split Form
- Binding a Form to a Query
- Using the Form Wizard Working With Existing Forms
- Editing Records in a Form
- Deleting Records Through a Form
- Deleting an Unwanted Form

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