



Microsoft Access Training

Microsoft Access 2016 Essentials

Who Should Do This Course?

This course is suitable for participants who want to gain skills and knowledge in Microsoft Access 2016 to be able to create database systems; enter, edit and delete data in database files; modify and format tables; sort and validate the data; generate queries on the data; and produce information in forms and reports.

Duration: 2 days

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

During this 2 day Access 2016 course, participants will gain comprehensive knowledge of how Microsoft Access works and what it is used for.

Through our practical and hands-on training, you will start by learning the basics of Access 2016 and then progressing through to database design, table structures, transactional records, data validation, creating queries, data validation, creating reports and forms.

Learning Outcomes

Upon successful completion of this course, participants will 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 2016
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- use various data validation features in Access to protect data
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- perform more advanced queries using a variety of querying techniques
- create meaningful reports from tables
- create and use forms

Content

Unit 1: 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

Unit 2: 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

Unit 3: 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

Unit 4: 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

Unit 5: Adding Records to a Table

- Typing Records in a Table
- Adding Records Using a Form
- Saving a Form Layout for Re-use
- Adding Records Using an Existing Form
- Assignment: Adding Records
- Importing From Microsoft Excel

Unit 6: Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using a Form
- Assignment: Adding Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet

Unit 7: Data Validation

- Assigning Default Values
- Validation Rules and Text
- Validating Numbers
- Setting Required Fields
- Working with Validations

Unit 8: Working With Records

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

Unit 9: Formatting Tables

- Changing Column Widths
- Formatting Cells in a Table
- Changing Fonts
- Moving Columns in a Table
- Freezing Columns in a Table
- Hiding Columns in a Table
- Un-hiding Columns

Unit 10: Sorting and Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working with Filters
- Filtering Between Dates

Unit 11: 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
- Assignment: Creating Queries

Unit 12: Querying Techniques

- Modifying a Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using a Range Expression
- Querying Opposite Values
- Moving Fields in a Query
- Sorting Query Data
- Removing Fields from a Query
- Querying Using Wildcards
- Problem Characters
- Querying With a Lookup Table
- Sorting Query Data Numerically
- Displaying NULL Values
- Querying For Uniqueness

Unit 13: 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

Unit 14: 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

Unit 15: Using a Navigation Form

- Creating a Simple Navigation Form
- Creating a More Complex Navigation Form
- Creating the Navigation Form Page Tabs
- Creating Subsidiary Pages
- Adding Subsidiary Pages
- Editing Page Tab Names
- Applying a Theme
- Modifying Properties
- Automatically Starting the Navigation Form

Looking for course dates?

To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au

Alternatively please contact our office on **1300 888 724**