Microsoft Access Training

Introduction (1 day)

- 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
- work with the records in a database table
- sort and filter records in a database table
- create simple and effective queries
- create meaningful reports from tables
- create and use forms

Intermediate (1 day)

- use various data validation features in Access to protect data
- format the data in a table
- perform more advanced queries using a variety of querying techniques
- create and use parameter queries
- create calculated queries
- modify and adapt an existing form according to specific needs
- create a navigation form for a database in Access 2016
- create forms using a combination of wizards and manual techniques
- create and use macros in Access
- work with a number of macro techniques
- create and work with macros in forms
- create and manage custom categories and groups in the Navigation Pane

Advanced (1 day)

- design a relational database project
- create a relational database file with multiple tables
- set table relationships and join tables together
- export records to and import records from a wide variety of sources and applications
- create queries based on one or more tables
- create and work with aggregation queries
- create and use a series of action queries
- make your Microsoft Access data and computer more secure
- understand and use a variety of tools that ensure the wellness of your database files
- create some simple programming code using VBA