

## Microsoft Access 2016 Introduction

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### Course Description

This course aims to provide participants with the required knowledge to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries within a database using Microsoft Access 2016.

### Learning Outcomes

At the completion of Microsoft Access 2016 Introduction 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 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

### Prerequisites

Microsoft Access 2016 Introduction 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.

### Course Duration

The Microsoft Access 2016 Introduction course is run over one-day, commencing at 9.00am and concluding at 4.00pm. The day includes breaks for morning tea, lunch and afternoon tea. Catering is not inclusive.

### Courseware

Courseware is available for this training and is provided as a hard-copy book including access to all necessary exercise files to undertake additional training at your own leisure. Courseware can be purchased at a cost of \$35.00 per courseware book plus postage. Courseware pricing is discounted for purchases greater than three (3) and free postage included.

### Costs

Please refer to our current pricing schedule for costs. This training is conducted as a hands-on session. Each participant should arrange access to a computer for the duration of the session.

This cost does not include courseware which is purchased separately as outlined above.

## Course Contents

### Access 2016 Introduction

- Understanding Access 2016
- Starting Access from multiple locations
- Create a new blank database
- Open an existing database file
- Understand Backstage View
- Customising the Access environment
- Working with a table

### Designing a Lookup database

- Understand how Access stores data
- Scoping your new database
- Identifying table problems
- Refining table structures
- Finalising the design

### Creating a Lookup database

- Create a new database file
- Create a lookup table
- Defining the primary key
- Save and close a table
- Creating a transaction table
- Understanding lookup table relationships
- Viewing table relationships

### Modifying table structures

- Open an existing table
- Add fields to an existing table
- Understand field properties
- Changing field size or names
- Changing other field properties
- Indexing fields
- Delete fields
- Copy and delete a table

### 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
- Importing from Microsoft Excel

### Adding Transactional Records

- Typing Transactional Records
- Add Transactional Records using a form

- Adding records using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet

### Working with Records

- Table Navigation
- Navigating to a specific Record
- Edit and delete records
- Searching in a table or field
- Find and replace data
- Print records from a table
- Compact a database

### Sorting and Filtering

- Simple sorting
- Sorting on several fields
- Simple filtering
- Working with filters
- Filtering between dates

### Creating Queries

- Understanding Queries
- Create a Query Design
- Working with a Query
- Changing a Query Design
- Applying Record Criteria
- Saving a Query
- Running Queries from the Navigation Pane
- Delete a Query

### Creating and Using Reports

- Create a Basic Report
- Working with Existing Reports
- Previewing and Printing a Report
- Changing the Report Layout
- Using the Report Wizard
- Creating a Grouped or Statistical Report

### Creating and Using Forms

- Creating a Basic Form
- Creating a Split Form
- Binding a Form to a Query
- Using the Form Wizard
- Working with Existing Forms
- Deleting Records using a Form