Access 2016 - Part 1

Overview
In this course, students will use Access 2016 to manage their data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Prerequisites
- Microsoft Windows 10: Transition from Windows 7
- Using Microsoft Windows 10

Prerequisite Comments
To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. For example, you can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills: Using Microsoft® Windows® 10; Microsoft® Windows® 10: Transition from Windows® 7

Target Audience
This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2016, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries.

Course Objectives
In this course, you will create and manage an Access 2016 database. You will:
- Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables.
- Use queries to join, sort, and filter data from different tables.
- Use forms to make it easier to view, access, and input data.
- Create and format custom reports.

Register Online

Schedule
Class Length: 2 Days

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G2R = “Guaranteed to Run” | OLL = “Online LIVE”
ILT = “Instructor-Led-Training”
Course Outline

1 - Getting Started with Access
Orientation to Microsoft Access
Create a Simple Access Database
Get Help and Configure Options in Microsoft Access

2 - Working with Table Data
Modify Table Data
Sort and Filter Records

3 - Querying a Database
Create Basic Queries
Sort and Filter Data in a Query
Perform Calculations in a Query

4 - Using Forms
Create Basic Access Forms
Work with Data on Access Forms

5 - Generating Reports
Create a Report
Add Controls to a Report
Enhance the Appearance of a Report
Prepare a Report for Print
Organize Report Information
Format Reports

6 - Designing a Relational Database
Relational Database Design
Create a Table
Create Table Relationships

7 - Joining Tables
Create Query Joins
Relate Data Within a Table
Work with Subdatasheets
8 - Using Data Validation
- Use Field Validation
- Use Form and Record Validation

9 - Creating Advanced Queries
- Create Parameter Queries
- Summarize Data
- Create Subqueries
- Create Action Queries
- Create Unmatched and Duplicate Queries

10 - Organizing a Database for Efficiency
- Data Normalization
- Create a Junction Table
- Improve Table Structure

11 - Using Advanced Reporting Techniques
- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report

Related Courses, Certifications, Exams
- Using Microsoft Windows 10
- Microsoft Windows 10 - Transition from Windows 7
- Access 2016 - Part 2
- 10985 Introduction to SQL Databases
- 20761 Querying Data with Transact SQL