Microsoft Access 2016

Level 1   One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:	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.
What You Will Learn:	At the 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* • 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

Course Content
The course covers:

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

- Challenge Exercise
- Challenge Exercise Sample

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
- Challenge Exercise
- Challenge Exercise Workspace

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
- Challenge Exercise
- Challenge Exercise Sample

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
- Challenge Exercise
- Challenge Exercise Sample

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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
- Challenge Exercise
- Challenge Exercise Data

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
- Challenge Exercise
- Challenge Exercise Data

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
- Challenge Exercise
- Challenge Exercise Sample

Sorting and Filtering
- Simple Sorting
- Sorting on Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates
- Challenge Exercise
- Challenge Exercise Workspace

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
- Challenge Exercise
- Challenge Exercise Sample

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
- Challenge Exercise
- Challenge Exercise Sample

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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What You Take Away:	At the completion of the course, you get to take away the extensive coursebook for future reference.
What You Need To Know:	This course assumes little or no knowledge of Microsoft Access 2016. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.
Measure of Success:	A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.
Certificate:	Upon successful completion of the workshop, you will be issued with an official course certificate
Which Course Next?:	Access Level 2
Dates & Times:	Please refer to separate workshop schedule.
Course Policies Warranty:	There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course