

## LEARNING OUTCOMES

By the end 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
- \* 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 a variety of forms

## PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

## CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

## COURSE OUTLINE

### ACCESS 2016

- \* Data types and database concepts
- \* Exploring the Access 2016 window
- \* The Ribbon (Toolbar)
- \* Groups & Dialog Box Launcher
- \* Navigating via shortcut keys and mouse wheel
- \* Quick Access Toolbar and The Office Button
- \* Microsoft Access Help

### OPENING A DATABASE AND SECURITY ISSUES

- \* Opening a database
- \* Security warnings and the Trust Centre
- \* Setting the default folder location within Access

### CREATING A DATABASE AND USING VIEWS

- \* Creating a new database
- \* Saving a table
- \* Adding and renaming fields
- \* Changing the view

### TABLE MODIFICATION AND NAVIGATION

- \* Adding Fields - Design View
- \* Identifying Data Types
- \* Using the Attachment data type
- \* Adjusting column width and rearranging the order
- \* Adding records to a table
- \* Navigating through records within a table
- \* Navigation Pane

### FIELD PROPERTIES WITHIN A TABLE

- \* Field Properties
- \* Input Mask
- \* Validation Rules
- \* Defining a Primary Key
- \* Indexing

### MANIPULATING RECORDS AND TABLES

- \* Renaming a Table
- \* Editing and deleting data within a record
- \* Using the Undo command
- \* Deleting a table

### FILTERING AND SORTING

- \* Text Filters
- \* Applying and clearing filters
- \* Sorting

### RELATIONSHIPS

- \* Creating relationships between tables
- \* Referential integrity
- \* Cascade options
- \* Deleting relationships

### FORMS

- \* Creating and saving a form
- \* Modifying forms
- \* Modifying a form title, logo and label Form View
- \* Adding and formatting attachments
- \* Modifying records
- \* Closing and Deleting a form

### QUERIES

- \* Creating a simple query
- \* Adding and editing criteria to a query
- \* Running a query
- \* Saving a query
- \* Creating a two table query and sorting the results
- \* Deleting a query

### REPORTS

- \* Creating a simple report
- \* Using the Report Wizard
- \* Modifying the layout of a report
- \* Modifying the report title and adding a logo
- \* Autoformatting a report
- \* Modifying field names within a report
- \* Inserting and formatting the date & time
- \* Adding available fields to a report
- \* Resizing reports for printing
- \* Closing and Deleting a report

### PRINTING ISSUES

- \* Considerations before printing
- \* Print previewing
- \* Portrait versus landscape
- \* Adjusting layout in Print Preview
- \* Setting margins
- \* Printing a complete table
- \* Printing selected records
- \* Printing a query or reports
- \* Printing forms