

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