



# Access 2016<sup>®</sup> Introduction



*caring, flexible, professional*

**Duration: 1 Day**

## TARGET AUDIENCE

This one-day course is primarily designed for people who need to know how to create effective databases, using Microsoft Access<sup>®</sup> and to manipulate data to provide viable information.

## LEARNING OUTCOMES

The skills and knowledge covered in this course are sufficient to create 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.

### Access 2016 Orientation

- Understanding Microsoft Access 2016
- Starting Access From The Windows Start Screen
- 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

### 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

### 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

### 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

### 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
- Assignment: Adding Records
- Importing From Microsoft Excel

### Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using A Form
- Assignment: Adding Transactional Records
- Adding Records Using A Subdatasheet
- Removing A Subdatasheet
- Inserting A Subdatasheet

### 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

### Sorting and Filtering

- Simple Sorting
- Sorting On Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

### 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
- Assignment: Creating Queries

### 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

### 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

**Duration: 1 day**

**Class size: 10 Times: 9am to 4pm**

**Where to from here: Access 2016 Intermediate  
Access 2016 Advanced**