



Overview

Welcome to the first part of our Microsoft Office Access 2016. Access is Microsoft's flagship database application that allows you to create and manage databases for all sorts of different purposes. This new version of Access incorporates a few new features and connectivity options in order to make databases more accessible to the everyday user.

This course is intended to help all novice computer users get up to speed quickly. This manual will also help more experienced users who have little to no experience with Microsoft Access and databases in general.

By the end of this course, users should be comfortable with navigating the Access 2016 interface, creating a new database from scratch, querying a database, generating reports, sharing data, and much more.



Duration

1 Day (08:30 - 16:00)



Pre-requisites

Good working knowledge of the Windows Operating System.



Course Outline

Lesson 1: Getting Started with Access

- TOPIC A: Orientation to Microsoft Access
- TOPIC B: Create a Simple Access Database
- TOPIC C: Get Help in Microsoft Access

Lesson 2: Working with Table Data

- TOPIC A: Modify Table Data
- TOPIC B: Work with Records
- TOPIC C: Sort and Filter Records
- TOPIC D: Create Lookups

Lesson 3: Querying a Database

- TOPIC A: Join Data from Different Tables in a Query
- TOPIC B: Sort and Filter Data in a Query
- TOPIC C: Perform Calculations in a Query

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Lesson 4: Creating Advanced Queries

- TOPIC A: Create Parameter Queries
- TOPIC B: Create Action Queries
- TOPIC B: Create Action Queries
- TOPIC D: Summarize Data

Lesson 5: Generating Reports

- TOPIC A: Create a Report
- TOPIC B: Add Controls to a Reprt
- TOPIC C: Enhance the Appearance of a Report
- TOPIC D: Prepare a Report for Print

Lesson 6: Customizing the Access Environment

- TOPIC A: The Access Options Dialog Box

Lesson 7: Designing a Relational Database

- TOPIC A: Relational Database Design
- TOPIC B: Create a Table
- TOPIC C: Modify a Table and Fields
- TOPIC D: Create Table Relationships

Lesson 8: Joining Tables

- TOPIC A: Create Query Joins
- TOPIC B: Join Tables That Have No Common Fields
- TOPIC C: Relate Data within a Table
- TOPIC D: Work with Subdatasheets
- TOPIC E: Create Subqueries

Lesson 9: Organizing a Database for Efficiency

- TOPIC A: Data Normalization
- TOPIC B: Create a Junction Table

Lesson 10: Sharing Data Across Applications

- TOPIC A: Import Data into Access
- TOPIC B: Export Data to Text File Formats
- TOPIC C: Export Access Data to Excel
- TOPIC D: Create a Mail Merge

Lesson 11: Advanced Reporting

- TOPIC A: Organize Report Information
- TOPIC B: Format Reports
- TOPIC C: Include Charts in a Report
- TOPIC D: Add a Calculated Field to a Report
- TOPIC E: Add a Subreport to an Existing Report

Lesson 12: Additional Reporting Options

- TOPIC A: Create a Mailing Label Report
- TOPIC B: Publish a Report as PDF