

ACCESS 2016 INTRODUCTION COURSE OBJECTIVES:

After the course, you will be able to:

- Understand Database Concepts and Objects
- Create, Edit and Maintain Tables
- Create Queries
- Create Forms
- Create Reports
- Create Relational Tables, Forms, Queries and Reports

Audience:

This course is designed for new users of Microsoft Access as well as self-taught users. The course will cover all aspects of database design and objects.

Course Prerequisite:

No previous experience of Microsoft Access is required to attend this course. You must have good basic Microsoft Windows skills, e.g. mouse and keyboard

Course Duration:

This is a 2 day Microsoft Access 2016 beginners training course.

The course starts at 09:30 and runs until 16:30

Alternate timing available upon request

Course Locations / Schedule:

This Access 2016 Introduction course can run onsite, at our training centre or any preferred location in the UK. The course can be held on a date that suits you.

▼ Detailed Course Outline

Access basics

Familiarity with access screen

Ribbon and toolbar explanations

Prebuilt database template access and creation
Database Terms
Planning

An explanation of databases in general, database objects within access and terminology

Plan your Database (Tables, Queries, Forms, Reports, Macros, Pages and Modules)

Plan a database structure (tables)

Sorting Data, Finding & Replacing Data

Hiding and Unhiding Fields

Create multiple tables to normalise data
Relationships

Relationships explained

Different types of relationships

Conditions needed for setting up a relationship

Ensuring Referential Integrity

Printing Relationships in a Report

Save and name a query

Rename, edit or delete a query
Multi Table Queries

Build a query across more than one table

Joining Tables for a query (more relationships)

Setting Join Properties - Inner and Outer Joins

Find Unmatched records
Query Wizard

Find Duplicate records
Query Wizard

Creating Forms

Create a Form using the Auto Form tool
Tabular/Datasheet/Pivot Form wizard

Create a Form using the Form Wizard

(normalisation techniques)	Insert Sub Datasheets into a table	Create a form in design view
Create a new database file	Change or remove Sub Datasheets from a table	Create a form in layout view
Working with Tables		Understand the views and switch between them
Design a table, conventions for entering naming objects and fields (Design View)	Expand and Contract Sub Datasheets	Setting data source for a form
Create a table in datasheet view and edit field names	Enter data in related tables	Setting the data source using SQL source code
Select data types and enter field descriptions	Queries & Filters	The Field List
Set a Primary Key	Create a filter by selection	Resizing Forms
Remove a Primary Key	Create a filter by form	Control types
Define field properties (Default values, Input masks, Validation rules and format options)	Use AND/ OR options	Adding controls
Insert, Delete, Move and Rename Fields (design view)	Save a filter as a select query	Resize and Move Controls
	Run a Select Query	Changing control properties
	Build a query from the create ribbon	Selecting Controls
		Formatting Controls
		Use the Format Painter and AutoFormat
		Set basic form properties
		Data Entry in Forms
		Navigation in data entry view

and datasheet view)	Creating a query using a wizard	Add, edit, delete a record in form view
Create a table with a wizard	Build a query using the Query Design Window	Reports
Using the ribbon to set field properties	Adding fields to a query, choose which fields to show	Standard Reports using Wizard
Entering and Editing Data	Removing fields from a query	Insert, Move, Size and delete controls
Accessing objects through the navigation pane	Sort data in a select query	Editing record source
Switch between object Tabs	Enter Text, numeric, date, and logic criteria	Page setup
Switch Views in Access (design, layout and data entry)	Enter sub string searches using wild Card Characters	Print your report
Entering and Editing Data (Records & Fields)	Use the BETWEEN, AND, OR, NOT, NULL criteria in your query	
Navigating the datasheet	Calculate a field	
Working in Data Entry Mode	Concatenate text	