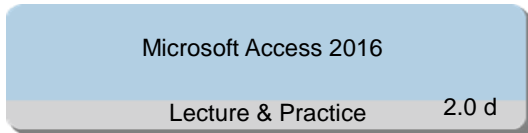




MICROSOFT ACCESS 2016

Training Path



Target Audience

This session is designed for new users to PowerPoint or anyone who requires a refresher on how to create and modify slides and how to set up a slide show with accompanying notes and handouts.

This course is designed for participants who wish to learn the basic operations of the Microsoft power point to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

Prerequisites

This session is designed for users who are familiar with database, tables, VBA, tables, reports, data-mining.

Objectives

In this course, students will be able to do the following.

- Create and design Access databases
- Work with Access tables, relationships, keys and constraints
- Query data
- Manage and design interfaces with Access Forms
- Create basic to advanced reports
- Automate tasks with Macros and VBA

Training Content

Lesson 1: Create and manage a database

- Create a new database
- Create new databases, create databases using templates, create databases in older formats, create databases using wizards
- Manage relationships and keys
- Edit references between tables, create and modify relationships, set primary key fields, enforce referential integrity, set foreign keys, view relationships
- Navigate through a database
- Navigate to specific records, set a form as the start-up option, use navigation forms, set navigation options, change views
- Protect and maintain a database



- Compact databases, repair databases, back up databases, split databases, encrypt databases with a password, merge databases, recover data from backups
- Print and export a database
- Print reports, print records, maintain backward compatibility, save databases as templates, save databases to external locations, export to alternate formats

Lesson 2: Build tables

- Create a table
- Create new tables, import external data into tables, create linked tables from external sources, import tables from other database, create tables from templates and application parts
- Format a table
- Hide fields in tables, change data formats, add total rows, add table descriptions, rename tables
- Manage records
- Update records, add new records, delete records, append records from external data, find and replace data, sort records, filter records, group records
- Create and modify fields
- Add fields to tables, add a validation rules to fields, change field captions, change field sizes, change field data types, configure fields to auto-increment, set default values, use input masks, delete fields

Lesson 3: Create a query

- Run queries, create crosstab queries, create parameter queries, create action queries, create multi-table queries, save queries, delete queries
- Rename queries, add new fields, remove fields, hide fields, sort data within queries, format fields within queries
- Add calculated fields, add conditional logic, group and summarize data, use comparison operators, use basic operators

Lesson 4: Create a report

- Create new reports, create reports with application parts, delete reports
- Group data by fields, sort data, add sub-forms, modify data sources, add report controls, manage labels



- Format reports into multiple columns, add calculated fields, set margins, add backgrounds, change report orientation, change sort order, insert headers and footers, insert images, insert page numbers, apply themes, modify existing reports