



Microsoft® Access 2016 Level 1

Course Description:

One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked and managed using a single relational database application and its associated tools. In this course you will examine the basic database concepts, create and modify databases and its various objects using the Microsoft® Office Access 2016 database application. This course is designed for students who wish to learn the basic operations of Access database to perform their day-to-day responsibilities and to understand the advantages that using a database application can bring to their business processes. The Level 1 course is for the individual whose job responsibilities include designing and creating new databases, and tables; creating and maintaining records; locating records; and producing queries and basic forms based on the information in the database.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: Learn to create, and modify databases and its various objects using Microsoft® Office Access 2016.

Upon successful completion of this course, students will be able to:

- Create a simple database
- Manipulate existing tables and create new tables
- Find and filter data in records using more than one method
- Use field properties
- Create and delete primary keys
- Use simple queries and modify query results

Prerequisite: Experience and familiarity with Windows environment and Database Concepts or comparable database experience.

| Course Outline | | |
|--|---|--|
| <p>Explore Access</p> <ul style="list-style-type: none"> • Quick Access toolbar • Explore the Ribbon interface • Open/Save/Close a document • Open/Close database • Backstage View <p>Work with Tables</p> <ul style="list-style-type: none"> • Use datasheet view • Navigate fields • Add/Edit/Save/Delete records • Edit tables <p>Find and Filter Data</p> <ul style="list-style-type: none"> • Sort and find records • Filter records • Use Quick Filter and AutoFilter | <p>Create Tables</p> <ul style="list-style-type: none"> • Create a new database • Design tables • Add field names and data types • Set a Primary Key <p>Set Field Properties</p> <ul style="list-style-type: none"> • Use field properties • Set formats • Set default vales and validation rules • Create an Input Mask <p>Work with Indexes</p> <ul style="list-style-type: none"> • Create a single field index • Delete an index | <p>Create Basic Forms</p> <ul style="list-style-type: none"> • Use forms and form buttons • Add/View/Print records • Base a form on a query <p>Work with Queries</p> <ul style="list-style-type: none"> • Use simple queries • Modify query results • Use operators in queries |