



Microsoft® Access 2016 Level 3

Course Description:

You have worked with the various Access objects, such as tables, queries, advanced queries and basic forms. In this course, you will extend your knowledge of Access input and output by structuring existing data into forms and reports. You will then learn to enhance and customize forms and reports to allow you to control the input and output of the database. This course is for the individual whose job responsibilities include working with related tables; creating forms (basic and advanced); and creating reports (basic and advanced). It is a prerequisite to take more advanced courses in Microsoft® Office Access 2016.

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

Course Objectives: To learn to create advanced Access forms and reports by structuring existing data and insert subforms/subreports in forms or reports.

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

- Create advanced forms
- Use controls and layouts in forms and reports
- Manipulate form controls in Form design view
- Use subforms and subreports
- Create both basic and advanced reports

Prerequisite: Database Concepts, Access Level 1 and Level 2

Course Outline

Create Forms

- Create forms using the ribbon Form Group
- Add a record using a form
- View and print records from a form
- Base a form on a query

Use Controls and Layouts

- Explore different form views
- Use controls and control layouts
- Manage properties

Manipulate Form Controls – Design View

- Select adjacent and non-adjacent controls
- Size controls
- Set control margins and padding
- Align and space controls

Use Editing Tools

- Change font and character format
- Change colors and use formatting tools

Use Design View/Advanced Form Design

- Add a label and image
- Add/edit an unbound control
- Edit forms in design view
- Set tabs
- Add Headers and Footers

Use Subforms/Subreports and Split Forms

- Work with subforms/subreports
- Edit subform layouts
- Create/Edit/Save split form

Create Basic Reports

- Create reports using the ribbon Report Group
- Explore different report views
- Print Preview/Print
- Group, summarize, sort report data

Use Advanced Report Design

- Add report sections
- Create calculated controls and running summary