

Microsoft® Office Access® 2016: Part 1 & 2 combo

Course length: 3 day(s)

Course Description

Data is everywhere. Whether you are at the grocery store, office, laboratory, classroom, or ballpark, you are awash in data: prices, schedules, performance measures, lab results, recipes, contact information, quality metrics, market indices, grades, and statistics.

Most job roles today involve some form of data management. In the case of data workers, it may be their primary job task. For some, such as research scientists and accountants, data management may be a strong component of the job. And for others, such as sales clerks or those in the skilled trades, data management may consist of an incidental job responsibility, for example, time reporting or recording a sale. Virtually everyone is affected in some way by the need to manage data.

A relational database application such as Microsoft® Office Access® 2016 can help you and your organization collect and manage large amounts of data. Access is a versatile tool. You can use it as a personal data management tool (for your use alone), or you can use it as a construction set to develop applications for an entire department or organization.

In this course, you will start by using Access 2016 to manage your data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data. You will continue to expand your knowledge of relational database design by writing advanced queries, structuring existing data, validating data entered into a database, and customizing reports. Extending your knowledge of Microsoft Access 2016 will result in a robust, functional database for your users.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016,

Target Student:

This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, or creating advanced queries and reports.

Prerequisites

To ensure your success, it is suggested that you have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. To obtain this level of skill and knowledge, you can take the following courses:

- *Using Microsoft® Windows® 10*
- *Microsoft® Windows® 10: Transition from Windows® 7*



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Part 1 Course Content

Lesson 1: Getting Started with Access

- Topic A:** Orientation to Microsoft Access
- Topic B:** Create a Simple Access Database
- Topic C:** Get Help and Configure Options in Microsoft Access

Lesson 2: Working with Table Data

- Topic A:** Modify Table Data
- Topic B:** Sort and Filter Records

Lesson 3: Querying a Database

- Topic A:** Create Basic Queries
- Topic B:** Sort and Filter Data in a Query
- Topic C:** Perform Calculations in a Query

Lesson 4: Using Forms

- Topic A:** Create Basic Access Forms
- Topic B:** Work with Data on Access Forms

Lesson 5: Generating Reports

- Topic A:** Create a Report
- Topic B:** Add Controls to a Report
- Topic C:** Enhance the Appearance of a Report
- Topic D:** Prepare a Report for Print
- Topic E:** Organize Report Information
- Topic F:** Format Reports

Part 2 Course Content

Lesson 1: Designing a Relational Database

- Topic A:** Relational Database Design
- Topic B:** Create a Table
- Topic C:** Create Table Relationships

Lesson 2: Joining Tables

- Topic A:** Create Query Joins
- Topic B:** Relate Data Within a Table
- Topic C:** Work with Subdatasheets

Lesson 3: Using Data Validation

- Topic A:** Use Field Validation
- Topic B:** Use Form and Record Validation

Lesson 4: Creating Advanced Queries

- Topic A:** Create Parameter Queries
- Topic B:** Summarize Data
- Topic C:** Create Subqueries
- Topic D:** Create Action Queries
- Topic E:** Create Unmatched and Duplicate Queries



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Lesson 5: Organizing a Database for Efficiency

Topic A: Data Normalization

Topic B: Create a Junction Table

Topic C: Improve Table Structure

Lesson 6: Using Advanced Reporting Techniques

Topic A: Include Control Formatting in a Report

Topic B: Add a Calculated Field to a Report

Topic C: Add a Subreport to an Existing Report

Appendix A: Microsoft Office Access 2016 Exam 77-730

Appendix B: Microsoft Access 2016 Common Keyboard Shortcuts