



Course Description:

In Access 2016, the relational database app in Microsoft Office, you can design your own databases or use templates to create databases to share with others, namely co-workers. LearnKey Senior Instructor Jason Manibog will take you through creating databases, creating tables, building queries, building forms, and building reports. These five topics are also the topics on the Microsoft Office Specialist exam for Access 2016 (Exam 77-730). This, combined with what you will learn about relational database structures, will improve your employability prospects in any position needing skills with small to medium-sized relational databases.

Course Prerequisites

This course assumes that delegates have completed the Introductory levels of PCS' Microsoft Access scheduled courses, or at least have the equivalent Access knowledge and experience.

Course Contents:

Session 1

- Section A: Introduction
 - Course Opening
 - How to Study for This Exam
- Section B: Introduction to Access 2016
 - Database Definition
 - Tour of Access
- Section C: Create and Modify Databases
 - Create a Blank Database
 - Create a Database from a Template
 - Import Objects from Access
 - Import Objects from Excel
 - Delete Database Objects
- Section D: Rules of Databases
 - Relational Databases Definition
 - Flat Database Problem
 - Rules of Relational Table Design
 - Planning a Database
- Section E: Manage Relationships and Keys
 - Create and Modify Relationships
 - Set Primary Keys
 - Referential Integrity and Foreign Keys
 - View Relationships
- Section F: Navigate Through a Database
 - Navigate Specific Records
 - Create a Navigation Form
 - Modify a Navigation Form
 - Set a Form as the Startup Option
 - Set Navigation Pane Display Options
 - Change Object Views
- Section G: Protect and Maintain Databases
 - Compact and Repair a Database
 - Back Up a Database
 - Split a Database
 - Encrypt a Database
 - Recover Data from a Backup
- Section H: Print and Export Data
 - Print Reports
 - Print Records
 - Save a Database as a Template
 - Export Data
- Session Recap
- Test Tips





Session 2

- Section A: Create Tables
 - Build Tables
 - Import Data into Tables
 - Create External Links to Tables
 - Import Tables from Other Databases
 - Use Application Parts to Create Tables
- Section B: Manage Tables
 - Hide Fields in Tables
 - Add Total Rows
 - Add Table Descriptions
 - Rename Tables
- Section C: Manage Records in Tables
 - Update Records
 - Add and Delete Records
 - Append Records from External Data
 - Find and Replace Data
 - Sort Records
 - Filter Records
- Section D: Create and Modify Fields
 - Add Fields to Tables
 - Add Field Validation Rules
 - Change Fields Captions
 - Change Field Sizes
 - Change Field Data Types
 - Change Field Formatting
 - Configure Fields to Auto-Increment
 - Set Default Values
 - Use Input Masks
 - Delete Fields
- Session Recap
- Test Tips

Session 4

- Section A: Build Forms
 - Create a Form
 - Use Application Parts to Create a Form
 - Save a Form
- Section B: Configure Form Controls
 - Move Form Controls
 - Add Form Controls
 - Modify Data Sources
 - Remove Form Controls
 - Set Form Control Properties
 - Manage Labels
 - Add Subforms
- Section C: Format a Form
 - Modify Tab Order
 - Configure Print Settings
 - Sort Records by Form Field
 - Apply a Theme
 - Control Form Positioning
 - Insert Backgrounds
 - Insert Headers and Footers
 - Insert Images
- Session Recap
- Test Tips

Session 3

- Section A: Create a Query
 - Create a Select Query
 - Add Criteria
 - Create a Crosstab Query
 - Create a Parameter Query
 - Create an Action Query
 - Create a Multi-Table Query
 - Save a Query
- Section B: Modify a Query
 - Rename a Query
 - Add Fields
 - Remove Fields, Hide Fields
 - Sort Data Within Queries
 - Format Fields Within Queries
- Section C: Calculated Fields and Grouping
 - Add Calculated Fields
 - Set Filtering Criteria
 - Inner and Outer Joins
 - Group and Summarise Data
 - Use Comparison, Arithmetic, and Logical
- Session Recap
- Test Tips

Session 5

- Section A: Create Reports
 - Reports Based on a Queries and Tables
 - Create a Report in Design View
 - Create a Report by Using a Wizard
- Section B: Configure Report Controls
 - Group and Sort Fields
 - Modify Data Sources
 - Add Report Controls
 - Add and Modify Labels
- Section C: Format a Report
 - Split Report into Multiple Columns
 - Add Calculated Fields
 - Control Report Positioning
 - Format Report Elements
 - Change Report Orientation
 - Insert Header and Footer Information
 - Insert Logo and Title
 - Insert Images
 - Apply a Theme
- Session Recap
- Test Tips

