



## Microsoft Access 2016 Introduction

### Course Details

**Course Code:** INF1630

**Duration:** 1 day

#### Notes:

- This course syllabus should be used to determine whether the course is appropriate for the students, based on their current skills and technical training needs.
- Course content, prices, and availability are subject to change without notice.
- Terms and Conditions apply

#### Links:

- View this [course on our website](#)
- View the [course schedule](#)
- [Enquire about this course](#)

*Elements of this syllabus are subject to change.*

#### About this course

The skills and knowledge acquired in Microsoft Access 2016 - Level 1 are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

#### At Course Completion

After completing this course, students will be able to:

- understand how Access is used and how to navigate around it
- design a database with lookup tables
- create a database structure using Access
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use forms

#### Prerequisites

Microsoft Access 2016 - Level 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

#### Academy IT Pty Ltd

Harmer House  
Level 2, 5 Leigh Street  
ADELAIDE 5000

Email: [sales@academyit.com.au](mailto:sales@academyit.com.au)

Web: [www.academyit.com.au](http://www.academyit.com.au)

Phone: 08 7324 9800

Brian: 0400 112 083

### Getting to Know Access 2016

- Understanding Microsoft Access 2016
- Starting Access From the Desktop
- Understanding the Start Screen
- Creating a New Blank Database
- Understanding the Backstage View
- Opening an Existing Database File
- Understanding the Access 2016 Screen
- Using the Ribbon
- Working With the Navigation Pane
- Adding Commands to the QAT
- Working With Touch Mode
- Working With a Table
- Working With Other Database Objects
- Closing a Database File
- Exiting From Access 2016

### Designing a Lookup Database

- Understanding How Access Stores Data
- Understanding Access 2016 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising the Design

### Creating a Lookup Database

- Creating a New Database File
- Creating the Lookup Table
- Defining the Primary Key
- Saving and Closing a Table
- Creating the Transaction Table
- Understanding Lookup Table Relationships
- Connecting to a Lookup Table
- Viewing Table Relationships

### Modifying Table Structures

- Opening an Existing Table
- Adding Fields to an Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From a Table
- Copying a Table Within a Database

- Deleting a Table From a Database File

### Adding Records to a Table

- Typing Records in a Table
- Adding Records Using a Form
- Saving a Form Layout for Reuse
- Adding Records Using an Existing Form
- Adding Additional Records
- Importing From Microsoft Excel

### Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using a Form
- Adding Additional Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet

### Working With Records

- Table Navigation
- Navigating to a Specific Record
- Editing a Record
- Deleting Record Data
- Undoing a Change
- Deleting a Record
- Deleting Several Records
- Searching in a Table
- Searching in a Field
- Finding and Replacing
- Printing Records From a Table
- Compacting a Database

### Sorting and Filtering

- Simple Sorting
- Sorting on Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates

### Creating Queries

- Understanding Queries
- Creating a Query Design
- Working With a Query
- Changing a Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving a Query

- Running Queries From the
- Navigation Pane
- Deleting a Query
- Creating Additional Queries

### **Creating and Using Reports**

- Understanding Reporting in Access
- Creating a Basic Report
- Working With Existing Reports
- Previewing and Printing a Report
- Changing the Report Layout
- Using the Report Wizard
- Creating a Grouped Report
- Creating a Statistical Report
- Working With Grouped Reports

### **Creating and Using Forms**

- Understanding Forms
- Creating a Basic Form
- Creating a Split Form
- Binding a Form to a Query
- Using the Form Wizard
- Working With Existing Forms
- Editing Records in a Form
- Deleting Records Through a Form
- Deleting an Unwanted Form