

## MICROSOFT ACCESS 2016 INTRODUCTION TRAINING

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**COURSE LENGTH: 1.0 DAYS**

Access 2016 is the database application in the Microsoft Office suite. A relational database application such as Microsoft Office Access 2016 can help you and your organisation collect and manage large amounts of data.

The PD Training Microsoft Access 2016 Introduction training course will show the users how it can be applied as a personal data management tool (for your use alone) or as a construction set to develop applications for an entire department or organisation.

This hands-on training workshop is available now throughout Malaysia, including Kuala Lumpur and also via instructor-led online training.

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## MICROSOFT ACCESS 2016 INTRODUCTION TRAINING COURSE OUTLINE

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### FOREWORD

This course is designed for participants who wish to establish a foundational understanding of Microsoft Office Access 2016, including the skills necessary to create a new database, construct data tables, design forms, and reports, and create queries.

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### OUTCOMES

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

- ▶ Get Started with Access
  - ▶ Work with Table Data
  - ▶ Query a Database
  - ▶ Create Advanced Queries
  - ▶ Generate Reports
  - ▶ Customise the Access Environment
  - ▶ Design a Relational Database
  - ▶ Join Tables
  - ▶ Organise a Database for Efficiency
  - ▶ Share Data Across Applications
  - ▶ Advanced Reporting
  - ▶ Additional Reporting Options
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### MODULES

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#### Lesson 1: Getting Started with Access

- ▶ Microsoft Access 2016
- ▶ Database Templates
- ▶ Using Tell Me

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#### Lesson 2: Working with Table Data

- ▶ AutoCorrect
- ▶ Adding New Records
- ▶ The Sort Feature
- ▶ Lookup Fields

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#### Lesson 3: Querying a Database

- ▶ Query Views
- ▶ Query Criteria
- ▶ Arithmetic Operators

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#### Lesson 4: Creating Advanced Queries

- ▶ Parameter Queries
- ▶ Action Queries
- ▶ The Find Duplicates Query Wizard
- ▶ Crosstab Queries

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#### Lesson 5: Generating Reports

- ▶ Report Creation Tools
- ▶ Report Sections
- ▶ Galleries
- ▶ Adding a Header or Footer

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#### Lesson 6: Customising the Access Environment

- ▶ Access Options

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### Lesson 7: Designing a Relational Database

- ▶ Relational Databases
- ▶ Table Creation Options
- ▶ Renaming a Table
- ▶ The Relationships Window

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### Lesson 8: Joining Tables

- ▶ Query Joins
- ▶ Joining Tables with No Common Fields
- ▶ Self-Joins
- ▶ Subdatasheets
- ▶ Subqueries

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### Lesson 9: Organising a Database for Efficiency

- ▶ First Normal Form
- ▶ Many-to-Many Relationships

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### Lesson 10: Sharing Data Across Applications

- ▶ Data Importing
- ▶ Data Exporting
- ▶ Exporting Access Data to Excel
- ▶ The Microsoft Word Mail Merge Wizard

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### Lesson 11: Advanced Reporting

- ▶ Report Design Elements
- ▶ Report Format Tools
- ▶ Data Bars
- ▶ Calculated Fields
- ▶ Sub reports

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### Lesson 12: Additional Reporting Options

- ▶ The Label Wizard
- ▶ Publishing a Report as PDF

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)