

[MSACS16]: Microsoft Access 2016

Length	: 3 days
Audience(s)	: Power users, business analysts
Level	: 200
Technology	: Microsoft Excel and Power BI Desktop
Delivery Method	: Instructor-led (Classroom)

Course Overview

This course will introduce participants to database concepts, design and implement tables, forms, queries and reports using Microsoft Access.

Audience Profile

Users collecting, storing, filtering and connecting to data in Access databases.

At Course Completion

Participants will be able to understand application of data analysis, clean up and analyze data,

Pre-Requisites

Users familiar with data structure, data sources, and charting in Excel.

Course Outline

Module 1: Exploring the Access Environment

Lesson

- An Introduction to Databases
 - Spreadsheet Databases
 - Relational Database Management Systems (RDBMS)
- What is Access?
 - Access Database Files
- Database Objects
- Access Web App Databases and Desktop Databases
 - Components of the Access User Interface
 - The Ribbon
 - The Navigation Pane
 - Backstage View
- Looking at the Screen
 - Viewing Screen Tips
 - Using the Quick Access Toolbar
- Starting Access and Working with Databases
 - Creating New Databases
 - Importing Objects into a Database

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- Closing Databases
- Opening Databases
- Using the Navigation Pane
 - Viewing Objects
 - Sorting and Filtering Objects
 - Setting Navigation Options
 - Copying Objects
 - Renaming Objects
 - Deleting Objects
- Saving and Exporting Options
 - Saving a Database as a Template
 - Exporting Data to Alternate Formats
- Setting Access Options
- Lesson Summary
- Review Questions

Module 2: Building Tables

Lesson

- Table Basics
- Table Structure
- Data Types
- Primary Keys
- Defining Tables in Access
- Modifying Table Fields
- Selecting Fields
- Using the Field Properties Pane
- About Table Properties
- Access Table Views
- Creating Tables in Datasheet View
- Reusing Design Elements
 - Using Quick Start Fields
 - Using Application Parts
- Importing Data
 - Importing Tables from Other Databases
 - Importing Data from Excel
 - Appending Records to a Table
 - Importing Data as a Linked Table
- Working in Datasheet View
 - Navigating a Datasheet
 - Adding, Updating, and Deleting Records
 - Manipulating a Datasheet
 - Printing Datasheet Records
- Constraining Input
 - Validation Rules
 - Input Masks

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- Default Values
- Table Relationships and Keys
 - Foreign Keys
 - Relationship Types
 - Database Schema
 - Creating Relationships in a Database
 - Creating Lookup Fields
- Working with Related Data
 - Error/Alert Messages
 - Messages Encountered in Design View
 - Messages Encountered during Data Entry
 - Messages Pertaining to Related Tables
- Lesson Summary
- Review Questions

Module 3: Retrieving the Data You Want

Lesson

- Retrieving Data
- Finding Records
 - Using Wildcards
 - Finding and Replacing Data
- Sorting Records
- Filtering Records
 - Filter by Selection
 - Filter by Form
- Understanding Queries
 - Running a Query (Datasheet View)
 - Creating a Select Query in Design View
 - Creating a Select Query with the Query Wizard
- Modifying Queries
 - Adding and Removing Fields
 - Sorting Query Fields
 - Hiding Query Fields
 - Formatting Query Fields
 - Renaming Queries
 - Creating Multiple-Table Queries
- Understanding Joins and Relationships
- Querying Related Tables
- Creating Joins in a Query
- Adding Query Criteria
 - Arithmetic Operators
 - Comparison Operators
 - Concatenation Operators
 - Special Operators
 - Logical Operators

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- Performing Calculations in Queries
 - Understanding Expressions
 - Adding Calculated Fields to a Query
 - Using the Expression Builder
- Grouping and Summarizing Query Data
- Aggregate Functions
- Creating Parameter Queries
- Parameters and Data Types
- Adding Parameters
- Using Conditional Logic in a Query
- Creating Action Queries
 - Creating Update Queries
 - Creating Make Table Queries
 - Creating Append Queries
 - Creating Delete Queries
- Creating Crosstab Queries
- Using the Crosstab Query Wizard
- Lesson Summary
- Review Questions

Module 4: Working with Forms

Lesson

- Why Use Forms?
 - Working with Records in a Form
 - The Inside Scoop – Controls and Properties
- Form Types
- Form Views
- Layout View
- Design View
- Creating Forms Using Automated Form Tools
- Understanding Forms with Subforms
- Using the Form Wizard
- Creating Forms from Scratch
- The Field List Pane
- The Property Sheet
- The Record Source and Control Source Properties
- Modifying Forms
- Selecting Controls
- Removing Controls
- Resizing Controls
- Applying Formatting to Controls
- Working with Layouts
- Moving Controls
- Using Table Functions

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- Working with a Form in Design View
- Positioning Form Controls
- Creating Forms Using Application Parts
- Deleting Forms
- Adding Controls from the Ribbon
- Adding Controls in Layout View
- Adding Controls in Design View
- Aligning and Sizing Controls
- Adding a Subform Control
- Manually Creating and Linking a Subform
- Making Forms User-Friendly
- Using Lookup Fields on Forms
- Changing the Tab Order
- Creating Control Tips and Hot Keys
- Validating Data Entry in Forms
- Applying Formatting and Design Options
- Working with Headers and Footers
- Working with Fonts, Backgrounds, and Images
- Working with Themes
- Formatting Forms for Printing
- Navigation Forms
- Lesson Summary
- Review Questions

Module 5: Designing Reports

Lesson

- What is a Report?
 - Report Sections
 - Report Layouts
 - Controls and properties
- Report Views
 - Report View
 - Print Preview
 - Layout View
 - Design View
- Creating Reports
 - Using the Report Tool
- Creating a Report Using the Report Wizard
- Deleting Reports
- Creating Reports from Scratch
- The Field List Pane
- The Property Sheet
- The Record Source and Control Source Properties
- Working with Reports

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- Selecting Controls
- Resizing Controls
- Control Report Positioning
- Applying Formatting to Report Elements
- Working in Layout View
- Working in Design View
- Adding Controls from the Ribbon
- Adding Controls from the Ribbon in Layout View
- Adding Controls from the Ribbon in Design View
- Working with Subform/Subreport Controls
- Adding Calculations to Reports
- Grouping and Sorting Data in Reports
- Adding Grouping Levels with the Shortcut Menu
- Using the Group, Sort and Total Pane
- Formatting and Previewing Reports
- Previewing Reports
- Working with Page Size, Orientation and Report Width
- Margins
- Formatting Reports into Multiple Columns
- Report Headers and Footers
- Adding Images to Reports
- Working with Colors
- Applying a Theme
- Printing Reports
- Sorting and Filtering Printed Output
- Report Output Options
- Lesson Summary
- Review Questions

Module 6: Protecting, Maintaining, and Managing Databases

Lesson

- Protecting Database Files
- Open Modes for Databases
- Encrypting and Password-protecting a Database
- Maintaining Database Files
- Backing Up a Database
- Recovering Data from a Backup
- Compacting and Repairing
- Managing Databases
- Setting Startup Options
- Renaming Database Objects
- Object Dependencies and Deleting Database Objects
- Working with Split Databases
- Lesson Summary
- Review Questions

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