Access 2016 Beginner - Part 1

Modality: On Demand

Duration: 3 Hours

About this course:

Beginners to Access 2016 will learn how to create and design databases with the first part of these starter courses. Learn the basics of formatting, queries, functions, formulas, and analyzing data within Microsoft's database program.

Access is a database creation and management program. It helps you design and build a robust database to help your organization run smoothly. Many small to medium-sized businesses use Access for this exact purpose.

Course Objective:

- Getting Started with Access
- Working with Table Data
- Querying a Database
- Using Forms
- Generating Reports
- Designing a Relational Database
- Sharing Data Across Applications

Audience:

This course is designed for students 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.

Prerequisite:

To ensure your success in this course, you should 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. For example, you can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills.

Course Outline:

- Opening a Sample Database
- The Database Objects
- The Interface
- Introducing Tables

- Simple Data Entry
- Introducing Queries
- Practicing Data Entry in Queries
- Introducing Forms
- Data Entry into Forms
- Introducing Reports
- Sorting to Create Groups
- Finding Data in Tables
- Filtering
- Adding Total Rows
- Creating Tables in Design View
- Entering Your First Record
- Starting a New Database
- Using Quick Starts to Create Tables
- Entering Data into Your Second Table
- Summary