

Microsoft Access 2016/2013/2010

Level 1

Course Overview

In this 2-day course, you will receive a comprehensive introduction to the Microsoft Access program. You will begin by adding data to a table, followed by basic sorting, filtering, and arrangement of the table. Additionally, you will learn how to create a new table, including the concepts of single and multiple-field Primary Keys. You will also learn about the three types of table relationships, including the concept of Referential Integrity. You will create basic queries to select data from multiple tables, including setting criteria to view only the data you want. You will then create more advanced queries to summarize (group) data and perform math calculations based on the groupings. You will also search for records in one table that have no matching records in another table. You will use Layout View to create a report that displays grouped data with subtotals, formatted text, and headers and footers. You will then view the report using both Report View and Print Preview. You will also create a two-column report. Finally, you will use Design View to modify a report. Prerequisite Course: Windows Level 1 or equivalent experience. Excel experience is a plus.

Access Course Series:



Course Topics

Exploring Access

- What is a Database?
- Enabling Database Content
- About the Ribbon
- Modifying the Navigation Pane
- Viewing Tables
- Viewing Tables Through a Form
- Running a Query
- Viewing a Report

Using Tables in Datasheet View

- Moving Through a Table
- Adding Records
- Editing Records
- Undoing Data Modifications
- Deleting Records
- Editing Tips
- Sorting Records
- Filtering Records
- Using the Total Row
- Adjusting Field Widths
- Moving Fields
- Freezing Fields
- Hiding Fields
- Saving Table Layout Modifications

Creating Tables

- Creating an Access Database File
- Naming Conventions
- About Field Data Types
- Creating a Table
- Setting a Primary Key Field
- Saving a New Table
- Adding Records
- Testing the Primary Key Field
- Using the Attachment Data Type
- Introducing One-to-Many Relationships
- Creating a "One" Table

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Creating Queries to Assemble and Filter Data

- Creating a Basic Query
- Adding Fields to a Query
- Running a Query
- Moving a Field
- Deleting a Field from a Query
- About Query Criteria
- Searching on Numeric Fields
- Searching on Text Fields
- Using Wildcards to Search Text Fields
- Saving and Closing a Query
- Searching on Date Fields
- Searching on Yes/No Fields
- Searching for Blanks
- Hiding Fields
- Using AND Criteria Conditions
- Using OR Criteria Conditions
- Combining AND & OR Conditions
- Sorting Query Results
- Showing Data from Multiple Tables
- Previewing and Printing Queries
- Extra Query Tips

Creating Reports in Layout View

- Creating a Report Using Layout View
- Deleting Items from a Report
- Resizing Columns
- Print Preview vs. Report View
- Modifying Labels
- Grouping and Sorting Data
- Creating Subtotals
- Applying Formatting
- Filtering Report Data
- Creating a Two-Column Report

Setting Primary Keys and Table Relationships

- Setting a Single-Field Primary Key
- Setting a Multiple-Field Primary Key
- About One-to-Many Relationships
- Creating a One-to-Many Relationship in the Relationships Window
- Adding a Table to the Relationships Window
- About Many-to-Many Relationships
- Creating a Many-to-Many Relationship
- Enforcing Referential Integrity
- Viewing Related Records
- About One-to-One Relationships

Using Queries to Group and Calculate Data

- Reviewing a Basic Query
- Combining Two Columns of Text
- Multiplying Two Columns of Numbers
- Creating a Crosstab Query
- Editing a Crosstab Query
- Using the Total Row
- Grouping by Unique Values
- Calculating Numbers While Grouping
- Applying Criteria Prior to a Calculation
- Applying Criteria After a Calculation Occurs
- The Sequence of a Query

Modifying Table Joins

- About Table Joins
- Querying on Unjoined Tables
- Creating an Inner Join
- Creating Left and Right-Outer Joins
- Creating a Self Join

Modifying a Report in Design View

- About Design View
- Viewing a Report in Design View
- Viewing the Record Source Property
- Adding a Field to a Report
- Aligning and Sizing Items to Each Other
- Wrapping Text to Multiple Lines
- Adding Report Header and Footer Sections
- Adding Labels
- Grouping and Sorting Data

Appendix: Creating a Split Form

- Creating a Split Form
- Changing Labels
- Locating Records
- Modifying Data