Course Objective and Outline

Access 2016: Introduction

Days: 1   **Prerequisites:** Windows

Target Student and Goals:

You should be comfortable using a personal computer and Microsoft Windows. You will get the most out of this course if your goal is to become proficient in creating database tables, queries, forms, and reports, and in sorting and filtering data in Access.

Course Objectives:

These overall course objectives will give you an idea about what to expect from the course. After completing this course, you will know how to:

- Organize data efficiently by using a database management system; start Access, open Access databases and identify components of the Access window.

- Plan and create a database; use Datasheet view and Design view; create, modify, and work in tables; and set the primary key for a table.

- Modify a table's design; use the Attachment data type; find and replace values; and sort, filter, and delete records.

- Set field properties; create input masks; and set validation rules.

- Create queries, and sort and filter the results; modify queries; and perform operations in queries.

- Create, modify, and work with forms; and use them to sort and filter records.

- Create, modify, and print reports; and add summary fields to a report.

Course Outline:

Unit 1 : Database concepts

- Database concepts and terminology
- Starting with Access
- The Access environment
- Getting help
- Closing a database and exiting Access

Unit 2 : Databases and tables

- Basics for planning a database
- Exploring tables
- Creating tables

Unit 3 : Fields and records

- Changing the design of a tables
- Finding and editing records
- Organizing records

Unit 4 : Data entry rules

- Setting field properties
- Working with input masks
- Setting validation rules

Unit 5 : Basic queries

- Creating and using queries
- Modifying query results and queries
- Calculations in queries

Unit 6 : Creating and using forms

- Creating forms by using AutoForm
- Using the Form Wizard
- Using Design view
- Finding, sorting, and filtering records

Unit 7 : Creating and using reports

- Using the Report Wizard
- Modifying and printing reports