# Access 2016 - Level 1

Duration:

## Overview:

In this course, students will learn how to use Access 2016 to manage data, including creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

## Target 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.

## Lesson 1: Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help in Microsoft Access

## Lesson 2: Working with Table Data

- Modify Table Data
- Sort and Filter Records
- Create Lookups

## Lesson 3: Querying a Database

- Join Data from Different Tables in a Query
- Sort and Filter Data in a Query
- Perform Calculations in a Query

## Lesson 4: Creating Advanced Queries

- Create Parameter Queries
- Create Action Queries
- Create Unmatched and Duplicate Queries
- Summarise Data

## Lesson 5: Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print

## Lesson 6: Customising the Access Environment

- The Access Options Dialog Box

## Lesson 7: Designing a Relational Database

- Relational Database Design
- Create a Table
- Create Table Relationships

## Lesson 8: Joining Tables

- Create Query Joins
- Join Tables That Have No Common Fields
- Relate Data within a Table
- Work with Subdatasheets
- Create Subqueries

## Lesson 9: Organising a Database for Efficiency

- Data Normalisation
- Create a Junction Table
- Improve Table Structure

## Lesson 10: Sharing Data Across Applications

- Import Data into Access
- Export Data to Text File Formats
- Export Access Data to Excel
- Create a Mail Merge

## Lesson 11: Advanced Reporting

- Organise Report Information
- Format Reports
- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report