

Access 2016 Introduction

Length: 1 Day

COURSE CONTENT

1: INTRODUCTION TO DATABASES

- Database Concepts
- Database Layout
- Launching Access.
- The Access Menu System
- Dialog Boxes
- Getting Help
- Creating a New Database
- Creating an Access Web App
- Closing a Database (vs Exit Access)
- Opening a Database

2: TABLES

- Database Design.
- Creating Tables Using the Table Wizard
- Creating Tables in the Datasheet View
- Creating Tables in the Design View
- Data Types
- Field Properties
- Data Display Format Vs Input Mask
- The Input Mask
- Data Entry Problems
- Moving and Copying Records

3: WORKING WITH TABLES

- Pasting Records
- Sorting the Table
- Deleting a Table
- Table Layout Changes
- Find
- Replace
- Wizards

4: QUERIES

- The Simple Query Wizard
- The Design View
- Modifying the Query
- Using Basic Criteria
- Additional Criteria
- Parameters
- Multiple Object Queries
- Custom Calculations in A Query
- Calculating Fields Continued
- Grouping Fields

5: INTRODUCTION TO REPORTS

- Reports
- The Report Wizard

6: INTRODUCTION TO E-MAILING DATABASE INFORMATION

- E-Mailing Database Information