Access 2016 Beginner - Part 1

Modality: On Demand

Duration: 3 Hours

About this Course:

This course forms the first part of the course series on introduction to Microsoft Access 2016-beginner level. This course has a particular focus on how to design and build databases. Later, this course will delve deeper into the fundamentals of formatting, queries, functions, formulas and data analysis with the database program of Microsoft.

Microsoft Access is a management program designed to create databases and manage them. Users can create integrated and detailed data bases to stream line the running of organizations. From small to medium sized businesses , many businesses rely on Access to efficiently and effectively manage their organization.

Course Objectives:

By the end of this course, the students should be have learnt the following skills and be able to;

- Familiarize themselves with Access and introduction to the Access
- Learn how to easily work with table data
- Learn how to create queries in a Database
- Learn how to work with forms
- Acquire the skills needed to create reports
- Learn how to build a relational database
- Learn how to share data across applications

Audience:

This course is targeted towards the following audience;

- Those participants who wish to build a basic working understanding of the fundamentals of Microsoft Access 2016.
- Those participants who aspire to acquire skills required to build a new database, construct data tables, design forms and reports and generate queries.

Prerequisites:

These are the prerequisites which are an absolute requirement for attending this course.

- A working knowledge and skills needed to use the current version of Windows easily.
- An ability to start programs, switch between programs , locate saved files, close programs and use a browser to access websites.
- The above mentioned skills can be acquired by attending any one of the following Logical

Operations courses. Any other course similar to the aforementioned courses which specialize in general skills needed to operate Microsoft Windows.

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

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