

## **Access 2016 Beginner - Part 2**

**Modality: Self-Paced Learning**

**Duration: 2 Hours**

**SATV Value:**

**CLC:**

**NATU:**

**SUBSCRIPTION: Learn, Master**

### **About this course:**

Beginners to Access 2016 will learn how to create and design databases with the second part of these starter courses. Learn the basics of formatting, queries, functions, formulas, and analyzing data within Microsoft's database program.

Access is a database creation and management program. It helps you design and build a robust database to help your organization run smoothly. Many small to medium-sized businesses use Access for this exact purpose.

### **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.

### **Prerequisite:**

- To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. For example, you can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills.

### **Course Outline:**

- Introduction
- Looking at the First Draft of a Database
- Creating Relationships with Lookup Lists
- The Relationships Window
- Relating by Dragging Field Names
- Dragging to Create 1-to-1 Relationships
- Changing Dragged Relationships to Lookup Relationships
- Limit-To-List Properties
- Enforced Referential Integrity

- Seeing the Referential Integrity Being Enforced
- Cascade Edits and Deletions
- More Field Properties