



Microsoft Access 2016 Level 2

Course ACC16-2B 2 Days Instructor-led, Hands on

Introduction

Students will learn the analyzing and reporting aspects of databases in Microsoft Access. Students will also learn how to further enhance form and report design.

At Course Completion

Upon successful completion of this course, students will be able to:

- Create basic and advanced queries
- Create and design reports
- Import data into Access
- Export data from Access
- Use advanced form design features
- Use advanced report design features

Prerequisites

Students should be familiar with the concept of relational databases and understand the role of tables and relationships between tables in an Access database.

Completion of the following course or equivalent knowledge and skills is recommended:

- Microsoft Access 2016 Level 1

Course Outline

Module 1: Review

- Importing Data from an Access Database
- Importing Data from Excel
- Creating table relationships

Module 2: Querying a Database

- Building a Query Using a Wizard
- Building a Query in Design View
- Working with Join Types in Queries
- Using a Single Criterion to Limit Results
- Using Multiple Criteria to Limit Results
- Using Keywords in Queries
- Using Wildcards in Criteria
- Building a Parameter Query

Module 3: Calculations and Groups in Queries

- Adding Calculated Fields to Queries

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- Adding Groups and Totals to Queries

Module 4: Generating Reports

- Creating Basic Reports
- Creating a Report Using the Report Wizard
- Creating a report from scratch
- Making basic report enhancements
- Printing a Report

Module 5: Customizing Reports

- Adding a Group to an Existing Report
- Adding a Custom Calculation to a Report

Module 6: Creating Action Queries

- Updating Records with an Update Query
- Copying Records with an Append Query
- Deleting Records with an Action Query
- Use a Make-Table Query

Module 7: Exporting Data

- Exporting a Query to Excel
- Exporting a Report to Excel
- Exporting a Report to Word

Module 8: Writing Advanced Queries

- Creating a Subquery
- Union Queries
- Queries That Find Duplicate Records in a Table
- Queries That Find Unmatched Records between Tables
- Crosstab Queries
- Using Autolookup Queries

Module 9: Advanced Form Design

- Using the Form Header to Search for Data
- Setting up Tab Forms
- Creating a Dialog Form
- Setting Dialog Form Properties
- Saving a Form as a Report

Module 10: Enhancing Reports

- Controlling page breaks and page layouts
- Including a chart in a report
- Using customized groups and layouts in reports
- Saving the report as a PDF file