PROFESSIONAL DEVELOPMENT TRAINING

Microsoft Access 2016 Introduction Training

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1.0 DAY COURSE

Access 2016 is the database application in the Microsoft Office suite. A relational database application such as Microsoft Office Access 2016 can help you and your organization collect and manage large amounts of data.

The PD Training Microsoft Access 2016 Introduction training course will show the users how it can be applied as a personal data management tool (for your use alone) or as a construction set to develop applications for an entire department or organization.

This hands-on training workshop is available now throughout Singapore and also via instructor-led online training.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This course is designed for participants 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.

Outcomes

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

- Get Started with Access
- Work with Table Data
- Query a Database
- Create Advanced Queries
- Generate Reports
- Customize the Access Environment
- Design a Relational Database
- Join Tables
- Organize a Database for Efficiency
- Share Data Across Applications

- Advanced Reporting
- Additional Reporting Options

Modules

Lesson 1: Getting Started with Access
- Microsoft Access 2016
- Database Templates
- Using Tell Me

Lesson 2: Working with Table Data
- AutoCorrect
- Adding New Records
- The Sort Feature
- Lookup Fields

Lesson 3: Querying a Database
- Query Views
- Query Criteria
- Arithmetic Operators

Lesson 4: Creating Advanced Queries
- Parameter Queries
- Action Queries
- The Find Duplicates Query Wizard
- Crosstab Queries

Lesson 5: Generating Reports
- Report Creation Tools
- Report Sections
- Galleries
- Adding a Header or Footer

Lesson 6: Customizing the Access Environment
- Access Options

Lesson 7: Designing a Relational Database
- Relational Databases
- Table Creation Options
- Renaming a Table
- The Relationships Window

Lesson 8: Joining Tables
- Query Joins
- Joining Tables with No Common Fields
- Self-Joins
- Subdatasheets
- Subqueries

Lesson 9: Organizing a Database for Efficiency
- First Normal Form
- Many-to-Many Relationships

Lesson 10: Sharing Data Across Applications
- Data Importing
- Data Exporting
- Exporting Access Data to Excel
- The Microsoft Word Mail Merge Wizard

Lesson 11: Advanced Reporting

- Report Design Elements
- Report Format Tools
- Data Bars
- Calculated Fields
- Sub reports

Lesson 12: Additional Reporting Options

- The Label Wizard
- Publishing a Report as PDF

Talk to our expert team

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