

Microsoft Access

Duration: 3 Days

Description

Microsoft Office Access 2016 can help you and your organization collect and manage large amounts of data. You can use it as a personal data management tool, or you can use it to develop applications for a department or an entire organization. In this course, you will use Access 2016 to manage your data by creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Delegates will learn how to

- Use Access 2016 to manage your data by creating a new database;
- Constructing tables;
- Designing forms and reports
- Creating queries to join
- Filter and sort data.
- Create Subforms
- Customize a form layout to improve usability and efficiency of data entry
- Organize data into appropriate tables to ensure data dependency and minimize redundancy
- Lock down and prepare a database for distribution to multiple users
- Create and modify a database switchboard and set the startup options

Outline

Working with Table Data

- Modify Table Data
- Sort and Filter Records

Querying a Database

- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query

Using Forms

- Create Basic Access Forms
- Work with Data on Access Forms

Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print
- Organize Report Information
- Format Reports

Advanced Table Tasks

- Inserting Application Parts
- Using the Table Analyzer Wizard
- Creating Validation Rules
- Configuring Validation Messages
- Creating Lookup Fields
- Creating Value Lists
- Marking Fields as Required
- Marking a Field for Indexing
- Creating Input Masks

Advanced Form Tasks

- Limiting User Access to a Form
- Adding Calculated Fields in a Form
- Using the Expression Builder
- Creating Checkboxes and Command Buttons
- Building Command Button Events
- Creating Event Procedures
- Using Hyperlinks in a Form
- Adding Links to Other Database Objects
- Inserting a Mailto Link in a Form
- Exporting a Form to Other Formats

Creating Subforms

- Creating Subforms
- Using Subforms
- Linking Subforms with Parent Forms

- Formatting a Subform within a Main Form

Creating Split Forms

- Creating a Split Form
- Splitting an Existing Form
- Using a Split Form
- Fixing the Form Separator

Creating Navigation Forms

- Creating a Navigation Form
- Adding Tabs to a Navigation Form
- Creating a Tab Hierarchy
- Displaying the Navigation Form When the Database Opens

Creating Advanced Queries

- Creating and Using Parameter Queries
- Creating and Using Crosstab Queries
- Creating and Using Make-Table Queries
- Creating and Using Multiple Table Queries
- Creating and Using Append Queries
- Creating and Using Delete Queries
- Creating and Using Update Queries

Using Subqueries

- What is a Subquery?
- Creating a Subquery
- Subqueries with Aggregate Functions and Nested Subqueries
- Using the IN Keyword with Subqueries

Creating Advanced Report

- Adding Calculated Fields
- Adding Concatenated Fields
- Inserting Sub Reports
- Exporting Reports in Different Formats

Splitting the Database

- Backing Up the Database
- Splitting the Database

SQL and Microsoft Access

- An Introduction to SQL
- Understanding SQL
- Using the Select Statement