

Ref : EB42-410

# Access 2016

## Database design

### Aim

To discover Access and master its features. From the essential to the advanced commands, this training programme, organised by topic, will make it possible for you to understand the structure and set up a database. You will be able to manage your tables and records, create and customize your queries, forms and reports.

### Target audience

Any user who wishes to discover or deepen their knowledge of Access' features.

### Level required

No prior knowledge of Access is necessary. However, some use of the software may make it possible to progress faster.

### Estimated time to complete the essential modules

10h 15min

## Course content

### ► The essential modules

#### Access 2016 – Database



MEDIAplus  
eLearning

This module offers interactive training consisting of 8 training videos, 8 exercises and 2 additional resources.

#### The database and its objects

- You need to know: About your database management system
- You need to know: The ribbon and the Quick Access toolbar
- Opening a database
- Database objects
- Managing objects
- Creating a database
- Converting a database
- Protecting a database
- Using Access' Help
- Object dependencies

#### Access 2016 – Records



MEDIAplus  
eLearning

This module offers interactive training consisting of 12 training videos and 12 exercises.

#### Records

- Creating records
- Moving around in a datasheet/form
- Editing a field's value
- Finding records
- Replacing a field's value

- Deleting records

#### Sorting and filtering

- Sorting records
- Filtering records
- Specific filter

#### Integrating with other applications

- Importing data from another application
- Exporting data
- Importing and exporting XML data

## Access 2016 – Tables



MEDIAplus  
eLearning

This module offers interactive training consisting of 11 training videos and 11 exercises.

#### Tables: design, structure

- Rows and columns in a datasheet
- Inserting a Total row into a datasheet
- Creating a table
- Restructuring a table in Datasheet view
- Restructuring a table in Design view
- Primary key

#### Tables: management

- Restricting field input
- Input masks
- Creating a lookup list
- Indexing a table
- Relationships between tables

## Access 2016 – Forms, reports



MEDIAplus  
eLearning

This module offers interactive training consisting of 37 training videos and 37 exercises.

#### Forms

- Creating a form
- Form properties
- Preventing access to form fields
- Field access order
- Subforms
- Multi-table input using a form

#### Reports

- Creating a report
- Sorting information in a report
- Grouping records in a report
- Group management when printing
- Mailing labels

#### Printing

- Print Preview
- Selecting the records to print in a report
- Margins and orientation for printing

**Creating controls**

- Inserting a text box
- Creating a tick box, option button or toggle button
- Creating an option group
- Creating a label
- Creating a calculated control
- Calculating statistics
- Creating a list of set values
- Creating a list of values from an existing table/query
- Creating a rectangle or line
- Numbering pages in a report or form
- Inserting a picture
- Themes

**Managing controls**

- Selecting and deleting controls
- Moving and copying controls
- Aligning and spacing controls
- Changing a section's height
- Resizing controls
- Formatting text in a control
- Aligning text in a control
- Formatting controls
- Conditional formatting
- Copying a format
- Grouping/ungrouping controls

## Access 2016 – Queries and analysis of data



MEDIAplus  
eLearning

This module offers interactive training consisting of 18 training videos and 18 exercises.

**Basic Select queries**

- Creating a Select query
- Using the query design grid
- Setting a selection criterion in a query
- Running a query
- Setting criteria on multiple fields
- Setting multiple criteria on the same field
- Sorting the records in a query

**Advanced Select queries**

- Calculated fields in a query
- Statistic calculations in a query
- Statistic calculations with grouping
- Grouping some records
- Parameter queries
- Find Unmatched query
- Find Duplicates query

**Queries performing various tasks**

- Delete query
- Make Table query
- Update query
- Crosstab query