

COURSE OUTLINE



Microsoft Access 365:

Part 1

DURATION	SKILL LEVEL	DELIVERY METHOD	TRAINING CREDITS	TECHNOLOGY
1 Day	Entry	VILT	N/A	End User

Course Overview

Access is Microsoft's flagship database application that allows you to create and manage databases for all sorts of different purposes. This version of *Access* incorporates a few new features to better visualize data, support for new datatypes, as well as interface and workflow improvements. This course is intended to help all novice computer users get up to speed quickly and, will also help more experienced users who have little to no experience with *Microsoft Access* and databases in general. By the end of this course, users should be comfortable with navigating the *Microsoft Access* interface, creating a new database from scratch, querying a database, generating reports, sharing data, and much more.

Topics

Module 1: Getting Started with Access

In the first lesson, students will get comfortable opening and creating basic databases, as well as creating simple forms. They will also become familiar with the various objects that make up a database and how to use database templates.

TOPIC A: What is Microsoft Access?

- About Microsoft Access
- What's New in Microsoft Access?
- Navigating the Microsoft Access Interface
- Working with Microsoft Access Files
- Using the Tell Me Box
- Access Advanced Help
- Activity 1-1: Getting Help in Access

TOPIC B: Components of a Database

- What are Tables?
- What are Fields?
- What are Records?
- What are Forms and Views?
- What are Queries?
- What are Reports?
- Activity 1-2: Navigating Database Components

TOPIC C: Create a Simple Database

- Database Templates
- Working with Tables
- Object Naming Conventions
- Saving a Database
- Activity 1-3: Creating a Simple Access Database

TOPIC D: Creating a Simple Form

- Ways to Create a Form
- Using the Three Form Views
- About Form Sections
- Saving a Form
- Deleting a Form
- Activity 1-4: Creating a Simple Form

Module 2: Working with Table Data

During this lesson, students will learn various ways to work with table data, how to modify data within a table, as well as how to sort and filter those records. We will also take a look at creating lookup fields to enhance the integrity of your data.

TOPIC A: Work with Table Data

- Using AutoCorrect
- Commit, Save, and Undo
- Running a Quick Search
- Using Find and Replace
- Using Datasheet Totals
- Activity 2-1: Modifying Table Data

TOPIC B: Work with Records

- Adding New Records
- Navigating Records
- Updating Records Using a Query
- Using Append Queries
- Activity 2-2: Working with Records

TOPIC C: Sort and Filter Records

- Sorting Records
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- Filtering Records
- Other Filter Options
- Grouping Records
- Activity 2-3: Sorting and Filtering Records

TOPIC D: Create Lookups and Relationships

- Using Lookup Fields
- Table Relationships
- Using the Relationship View
- Using the Property Sheet Pane
- Activity 2-4: Creating lookups

Module 3: Query a Database

Next, we go over queries and how they can be used to retrieve data from multiple tables (or other queries) in your database. Creating basic queries, as well as adding sorting, grouping, filtering, and calculation components to a query are also covered.

TOPIC A: Use a Query to View Data from Multiple Tables

- What are the Types of Queries?
- Using the Simple Query Wizard
- Using Query Views
- Run a Query
- Use Design View
- Saving a Query
- Deleting a Query
- Renaming a Query
- Activity 3-1: Creating a Query

TOPIC B: Sort and Filter Data in a Query

- Choosing Query Criteria
- Using Comparison Operators
- Using Logical Operators
- Sorting Query Results

- Grouping Query Results
- Formatting Query Fields
- The Zoom Dialog Box
- Activity 3-2: Sorting and Filtering Data in a Query

TOPIC C: Perform Calculations in a Query

- The Arithmetic Operators
- How to Add Calculated Fields
- How to Add Conditional Logic
- Activity 3-3: Performing Calculations in a Query
- Summary

Module 4: Create Advanced Queries

Then, we go over creating parameter, action, find unmatched and duplicate queries, as well as the various ways that you can summarize data in Access.

TOPIC A: Create Parameter Queries

- What are Parameter Queries?
- Using the Ampersand Operator
- Using Wildcards in Parameter Queries
- Activity 4-1: Creating Parameter Queries

TOPIC B: Create Action Queries

- What are Action Queries
- About the Types of Action Queries
- Activity 4-2: Creating Action Queries

TOPIC C: Create Find Duplicate and Find Unmatched Queries

- What are Find Duplicate and Find Unmatched Query
- Using the Find Duplicates Query Wizard
- Using the Find Unmatched Query Wizard
- Activity 4-3: Creating a Find Duplicates Que

TOPIC D: Summarize Data

- What are Crosstab Queries?
- Using Crosstab Queries
- What are Multiple Table Queries?
- Activity 4-4: Summarizing Data

Module 5: Generate Reports

In this lesson, students will learn about reports and how they are used to display data in a more readable fashion. They will become comfortable creating basic reports, as well as adding controls to them. Also, changing the theme that a report uses, and preparing a report to be printed are covered.

TOPIC A: Create a Report

- Report Creation Tools
- Using the Report Wizard
- Using Report Views
- Saving a Report
- Deleting a Report
- Activity 5-1: Creating a Report

TOPIC B: Add Controls to a Report

- What are Report Sections?
- Adding Controls
- Modifying Control Properties
- Adding Images
- Adding Charts
- Activity 5-2: Adding Controls to a Report

TOPIC C: Advanced Reporting

- Format Reports
- Add Calculated Fields
- Add a Subreport to an Existing Report

- Adding a Header/Footer
- Organize Report Information
- Publish a Report as a PDF
- Activity 5-3: Organizing Report Information

Module 6: Design a Relational Database

Students will become familiar with the planning processes that must be followed to successfully create a database. The fundamentals of database design with a focus on relational databases, how to create tables, manage fields, and create relationships between fields in various tables are also taught.

TOPIC A: Relational Database Design

- What are Relational Databases?
- Using the Relational Database Design Process
- What are Primary Keys, Foreign Keys, and Composite Keys?
- What are Table Relationships?
- Activity 6-1: Designing and Creating a Relational Database

TOPIC B: Working with Tables

- Creating a New Table
- How to Insert Fields
- How to Set Data Types
- About the Table Properties Dialog Box
- Activity 6-2: Creating a Table

TOPIC C: Modify a Table and Fields

- Renaming Tables
- Changing Field Captions
- Changing Field Sizes

- Deleting Fields
- Configuring Fields to Auto-Increment
- Setting the Default Value for a Field
- Activity 6-3: Modifying a table and Fields

TOPIC D: Create Table Relationships

- Using the Relationships View
- About Join Lines
- About Referential Integrity
- Using the Edit Relationships Dialog Box
- Creating a Relationship Report
- Activity 6-4: Creating Table Relationships

Module 7: Joining Tables

There are many ways that you can join tables and their contained data. In this lesson, creating basic query joins, as well as joining tables that do not have a common field are covered. Students will become comfortable working with self-joins, subdatasheets and, also creating basic subqueries using SQL.

TOPIC A: Create Query Joins

- What are Joins?
- Creating an Inner Join
- Creating an Outer Join
- Self-joins and the Table Alias Property
- The Join Properties Dialog Box
- Activity 7-1: Creating Query Joins

TOPIC B: Working with Subdatasheets and Subqueries

- About Subdatasheets
- About Subqueries
- Activity 7-2: Working with Subdatasheets

Module 8: Importing and Exporting Data

In the final lesson, the many ways that you can share *Access* data with other applications and export into a variety of different formats are covered. Exporting data as *Excel* files and text files, creating a basic mail merge, as well as importing data into *Access* are also covered.

TOPIC A: Import Data into Access

- Types of Data Imports
- Using the Get External Data Wizard
- About Delimiters
- Activity 8-1: Importing Data into *Access*

TOPIC B: Export Data

- Export *Access* Data
- Export Data to *Excel*
- Activity 8-2: Exporting Data to *Excel*

TOPIC C: Create a Mail Merge

- What is the *Microsoft Word* Mail Merge Wizard
- Merge Fields
- About the Mail Merge Task Pane
- Activity 8-3: Creating a Mail Merge