

Microsoft Access Level 1

Course Description

Most organisations maintain and manage large amounts of information. One of the most efficient and powerful ways of managing data is by using relational databases. Information can be stored, linked, and managed using a single relational database application and its associated tools. In this course, you will examine the basic database concepts, and create and modify databases and their various objects using the Microsoft Office Access 2016 relational database application.

Course Objective

You will create and modify new databases, build simple forms, queries and reports.

Pre-requisites

Students should have completed the following courses or possess equivalent knowledge before

starting this course: Microsoft Windows 7 or Microsoft Windows 10.

Course Content

Module 1 – Starting Access

- Exploring the Environment
- Exploring the Database Objects
- Customising the Environment
- Accessing the Help Files

Module 2 – Designing a New Database

- Understanding a Relational Database
- Define the Purpose of the Database
- Reviewing Existing Data that can be used
- Determine Field Types
- Group Fields into Tables
- Normalise Data
- Using Primary and Foreign Keys
- Understanding Table Relationships

Module 3 – Building a Database

- Creating a New Database
- Creating a Table
- Managing Tables
- Creating Relationships between Tables
- Saving a Database as a Previous Version
- Modifying Table Data
- Sorting Records
- Working with Subdatasheet

Module 4 – Creating Queries

- Filtering Records
- Creating a Query
- Adding Criteria to Queries
- Creating Calculated Fields to a Query
- Calculating a Record Group

Module 5 – Creating Forms

- Using Forms to View Data
- Creating a Form
- Modifying the Design of a Form

Module 6 – Creating Reports

- Viewing Reports
- Creating a Report
- Adding a Calculated Field to a Report
- Formatting Controls in a Report
- Apply an AutoFormat Style to a Report
- Printing a Report

Microsoft Access

Level 2

Course Description

In this course, you will consider how to maintain data integrity; handling complex queries, forms and reports, sharing data between Access and other applications.

Course Objective

You will maintain data consistency and integrity; improve queries, forms, and reports; and also integrate Microsoft Office Access 2016 with other applications.

Pre-requisites

To ensure the successful completion of Microsoft Office Access 2016: Level 2, the completion of the Microsoft Office Access 2016: Level 1 course, or equivalent knowledge, is recommended.

Course Content

Module 1 – Managing Data Entry

- Restricting Data using Field Properties
- Creating Input Masks
- Creating Lookup Lists

Module 2 – Creating Table Relationships

- Creating Joins in Queries
- Joining Unrelated Tables
- Relate Data within a Table

Module 3 – Advanced Queries

- Working with Query Properties
- Creating Parameter Queries
- Creating Action Queries

Module 4 – Advanced Forms

- Design a Form Layout
- Enhance the Appearance of a Form
- Restrict Data Entry in Forms
- Adding a Command Button to a Form
- Creating a Subform

Module 5 – Advanced Reports

- Managing Report Information
- Formatting a Report using AutoFormats
- Formatting a Report using Colour
- Controlling the Paragraph setting of a Report
- Summarising Report Information
- Creating Subreports
- Creating Mailing Labels

Module 6 - Sharing Data with Other Applications

- Importing Data into Access
- Exporting Data from Access
- Analysing Access Data in Excel
- Exporting Access data to a Text File
- Merge Access Data with Word

Microsoft Access

Level 3

Course Description

Your training in and use of Microsoft Office Access 2016 has provided you with a solid foundation in the basic and intermediate skills of working in Microsoft Office Access 2016. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialised and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

Course Objective

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and performing database maintenance.

Pre-requisites

To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended. The following courses or equivalent knowledge are recommended: Microsoft Office Access 2016 Level 1 and Microsoft Office Access 2016 Level 2.

Course Content

Module 1 - Organising Access

- Analysing Table
- Create a Junction Table
- Improve a Table Structure

Module 2 - Writing Advanced Queries

- Creating Subqueries
- Finding Unmatched and Duplicated Records
- Group and Summarising Records
- Creating Crosstab Queries

Module 3 - Developing Macros

- Creating a Macro
- Creating a Macro Button
- Creating Conditional Macros
- Creating Validation Macros
- Automate Data using a Macro

Module 4 - Creating Effective Forms

- Creating Tab Pages on Forms
- Summarising Data in a Form

Module 5 - Effective Reports

- Creating a Chart in Reports
- Grouping Data into Columns in a Report
- Prevent Printing Blank Reports
- Create a Report Snapshot

Module 6 - Database Maintenance Tools

- Linking Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyse the Performance of a Database