

Microsoft Office Access 2016: Part 1

Course Overview

This course will introduce students to Microsoft Access 2016, as well as teach them how to work with table data, query a database, use forms, and generate reports.

Course Introduction 3m
Course Introduction

Chapter 01 - Getting Started with PowerPoint 55m
Topic A: Orientation to Microsoft Access
Transform Data into Knowledge
Using Access Instead of Excel
Using Access Instead of Other Databases
Access as a Web Development Tool
Demo - Launching Access and Opening a Database
Access 2016 Window Components
Record Navigation Bar
Table Relationship
Demo - Navigating and Editing Data in Tables
Demo - Navigating and Editing Data in Forms
A Query Join
Demo - Using Queries
Sample Report
Demo - Using Reports
Demo - Exploring Access Ribbon Commands
Topic B: Create a Simple Access Database
Database Templates
Web App Templates
Demo - Creating a New Database
Topic C: Get Help and Configure Options in Microsoft Access
Access Help Window
Access Options
Demo - Getting Help and Setting Access Options
Chapter 01 Review

Chapter 02 - Working with Table Data 24m
Topic A: Modify Table Data
Autocorrect Menu
Demo - Undoing Record Modifications
Record Navigation Bar
Demo - Using Quick Search to Find and Modify Records
Find and Replace Dialog Box
Demo - Using Find and Replace to Modify Records
Datasheet Totals

Demo - Adding a Totals Row to a Datasheet
Topic B: Sort and Filter Records
Sorting by Dept
Demo - Sorting and Filtering Records
Chapter 02 Review

Chapter 03 - Querying a Database

38m

Topic A: Create Basic Queries
Query Object Views
Simple Query Wizard
Query Wizard Options
Demo - Creating a Query by Using a Query Wizard
Using Query Design to Create a Query
Demo - Creating a Query by Using Query Design
Topic B: Sort and Filter Data in a Query
Query Criteria
A Comparison Operator
Logical Operators
Demo - Filtering a Query Using a Comparison Operator
Demo - Filtering a Query by Using a Wildcard
Zoom Dialog Box
Demo - Filtering a Query by Using a Date Range
Topic C: Perform Calculations in a Query
Demo - Performing Calculations in a Query
Chapter 03 Review

Chapter 04 - Using Forms

30m

Topic A: Create Basic Access Forms
Demo - Creating and Testing a Form
Topic B: Work with Data on Access Forms
Demo - Viewing and Changing Data in a Form
The Property Sheet
Demo - Setting Form Properties
The Relationships View
Demo - Configuring a Form Lookup Field
Chapter 04 Review

Chapter 05 - Generating Reports

59m

Topic A: Create a Report
Report Creation Tools
The Report Wizard
Demo - Creating Reports
Demo - Using the Report Wizard
Topic B: Add Controls to a Report
Sections in a Report
Controls
Some Controls
The Completed Report
Demo - Adjusting Report Control Layout
Topic C: Enhance the Appearance of a Report

Demo - Enhancing the Appearance of a Report
Topic D: Prepare a Report for Print
Demo - Preparing a Report for Print
Topic E: Organize Report Information
The Group, Sort, and Total Pane
The Field List Pane
Demo - Making Report Design Modifications
Topic F: Format Reports
Rich Text Property
Report Format Options
Property Sheet Controls
Useful Control Properties
Keep Together Property Settings
Force New Page Property Options
Demo - Formatting a Report
Chapter 05 Review
Course Closure

Total Duration: 3h 28m