



INFOCUS COURSEWARE

# Microsoft Access 2016

## Level 1 (with Challenge Exercises)



Product Code: INF1694

ISBN: 978-1-925526-01-1

### ❖ General Description

The skills and knowledge acquired in **Microsoft Access 2016 - Level 1 (with Challenge Exercises)** are sufficient to be able to create database systems, enter, edit and delete data in database files, produce information in forms and reports and generate queries on the data.

### ❖ Learning Outcomes

At the completion of this course you should be able to:

- understand how **Access** is used and how to navigate around it
- design a database with lookup tables
- create a database structure using **Access**
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use forms

### ❖ Prerequisites

**Microsoft Access 2016 - Level 1 (with Challenge Exercises)** assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

### ❖ Topic Sheets

130 topics

### ❖ Methodology

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

### ❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

### ❖ Companion Products

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

*This information sheet was produced on Wednesday, October 19, 2016 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.*



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



INFOCUS COURSEWARE

# Microsoft Access 2016

## Level 1 (with Challenge Exercises)



Product Code: INF1694

ISBN: 978-1-925526-01-1

## Contents

### Getting to Know Access 2016

- Understanding Microsoft Access 2016
- Starting Access From the Desktop
- Understanding the Start Screen
- Creating a New Blank Database
- Understanding the Backstage View
- Opening an Existing Database File
- Understanding the Access 2016 Screen
- Using the Ribbon
- Working With the Navigation Pane
- Adding Commands to the QAT
- Working With Touch Mode
- Working With a Table
- Working With Other Database Objects
- Closing a Database File
- Exiting From Access 2016
- Challenge Exercise
- Challenge Exercise Sample

### Designing a Lookup Database

- Understanding How Access Stores Data
- Understanding Access 2016 Data Types
- Scoping Your New Database
- Identifying Table Problems
- Refining Table Structures
- Finalising the Design
- Challenge Exercise
- Challenge Exercise Workspace

### Creating a Lookup Database

- Creating a New Database File
- Creating the Lookup Table
- Defining the Primary Key
- Saving and Closing a Table
- Creating the Transaction Table
- Understanding Lookup Table Relationships
- Connecting to a Lookup Table
- Viewing Table Relationships
- Challenge Exercise
- Challenge Exercise Sample

### Modifying Table Structures

- Opening an Existing Table

- Adding Fields to an Existing Table
- Understanding Field Properties
- Changing Field Size
- Changing Field Names
- Changing Decimal Places
- Changing Date Formats
- Indexing Fields
- Deleting Fields From a Table
- Copying a Table Within a Database
- Deleting a Table From a Database File
- Challenge Exercise
- Challenge Exercise Sample

### Adding Records to a Table

- Typing Records in a Table
- Adding Records Using a Form
- Saving a Form Layout for Reuse
- Adding Records Using an Existing Form
- Adding Additional Records
- Importing From Microsoft Excel
- Challenge Exercise
- Challenge Exercise Data

### Adding Transactional Records

- Typing Transactional Records
- Adding Transactional Records Using a Form
- Adding Additional Transactional Records
- Adding Records Using a Subdatasheet
- Removing a Subdatasheet
- Inserting a Subdatasheet
- Challenge Exercise
- Challenge Exercise Data

### Working With Records

- Table Navigation
- Navigating to a Specific Record
- Editing a Record
- Deleting Record Data
- Undoing a Change
- Deleting a Record
- Deleting Several Records
- Searching in a Table
- Searching in a Field
- Finding and Replacing

- Printing Records From a Table
- Compacting a Database
- Challenge Exercise
- Challenge Exercise Sample

### Sorting and Filtering

- Simple Sorting
- Sorting on Several Fields
- Simple Filtering
- Working With Filters
- Filtering Between Dates
- Challenge Exercise
- Challenge Exercise Workspace

### Creating Queries

- Understanding Queries
- Creating a Query Design
- Working With a Query
- Changing a Query Design
- Applying Record Criteria
- Clearing Selection Criteria
- Saving a Query
- Running Queries From the Navigation Pane
- Deleting a Query
- Creating Additional Queries
- Challenge Exercise
- Challenge Exercise Sample

### Creating and Using Reports

- Understanding Reporting in Access
- Creating a Basic Report
- Working With Existing Reports
- Previewing and Printing a Report
- Changing the Report Layout
- Using the Report Wizard
- Creating a Grouped Report
- Creating a Statistical Report
- Working With Grouped Reports
- Challenge Exercise
- Challenge Exercise Sample

### Creating and Using Forms

- Understanding Forms
- Creating a Basic Form
- Creating a Split Form
- Binding a Form to a Query
- Using the Form Wizard
- Working With Existing Forms
- Editing Records in a Form



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

## Product Information



INFOCUS COURSEWARE

# Microsoft Access 2016

## Level 1 (with Challenge Exercises)



Product Code: INF1694

ISBN: 978-1-925526-01-1

Deleting Records Through a Form  
Deleting an Unwanted Form  
Challenge Exercise  
Challenge Exercise Sample



47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information