



Microsoft® Office Access® 2016: Level 2

Training Course Content

Course Objective: You will improve and customize tables, queries, forms and reports, and share Access data with other applications. This course is designed for individuals who wish to learn intermediate-level operations of the Microsoft® Office Access® program. The target students may also include individuals whose job responsibilities include creating databases, tables, and relationships, as well as working with and revising intermediate-level queries, forms, and reports. It also introduces them to integrating Access data with other applications such as Microsoft Office Word or Excel.

Prerequisites: To ensure your success, we recommend that you first take Access Level 1 or have equivalent knowledge and skills.

What's New in 2016: See how the new Tell Me feature enables you to quickly find features, or have Access help you with what you want to do next. The Add Tables dialog box has been increased in size to make it easier to see more table and query names in your database, and five of the most popular database templates have been redesigned to have a more modern look and feel.

Lesson 1: Controlling Data Entry

Topic 1A: Constrain Data Entry Using Field Properties
Topic 1B: Establish Data Entry Formats for Entering Field Values
Topic 1C: Create a List of Values for a Field

Lesson 2: Joining Tables

Topic 2A: Create Query Joins
Topic 2B: Join Tables That Have No Common Fields
Topic 2C: Relate Data within a Table

Lesson 3: Creating Flexible Queries

Topic 3A: Set the Select Query Properties
Topic 3B: Retrieve Records Based on Input Criteria
Topic 3C: Create Action Queries

Lesson 4: Improving Forms

Topic 4A: Restrict Data Entry in Forms
Topic 4B: Organize Information with Tab Pages
Topic 4C: Add a Command Button to a Form
Topic 4D: Create a Subform
Topic 4E: Display a Summary of Data in a Form
Topic 4F: Change the Display of Data Conditionally

Lesson 5: Customizing Reports

Topic 5A: Organize Report Information
Topic 5B: Format Reports
Topic 5C: Control Report Pagination
Topic 5D: Add a Calculated Field to a Report
Topic 5E: Add a Subreport to an Existing Report
Topic 5F: Create a Mailing Label Report

Lesson 6: Sharing Data across Applications

Topic 6A: Import Data into Access
Topic 6B: Export Data to Text File Formats
Topic 6C: Export Access Data to Excel
Topic 6D: Create a Mail Merge