

ACCESS 2016

Beginner level

OBJECTIVES

At the end of the course, the participant will be able to manipulate databases, from creating tables to the use of reports.

TARGET CLIENTELE

Public

PREREQUISITES

Knowledge of Windows



COURSE SYLLABUS

1. Access Environment 2016

- Learning files
- Access software 2016
- Database
- Launch Access 2016
 - Opening a database
 - Closing a database
 - Exit Access
- Access window 2016
 - File menu
 - Quick Access toolbar
 - Title bar
 - Ribbon
 - ToolTip
 - Object window
 - Status bar
 - Group dialog box
- Customizing the toolbar
 - Add a button
 - Delete a button
 - Move the Quick Access toolbar
- Help in Access

- Navigation pane
 - Open / Close the Navigation pane
 - Set the display type of the Navigation pane
- Objects of the Navigation pane
 - Hide/show search bar
 - Find an object
 - Group objects
 - Hide/show objects in a collection
 - Open an object from the Navigation pane
 - Close an object
 - Rename an object
 - Copy an object
 - Delete an object
- Security of the database
 - Make a backup copy
 - Compact the database
- Creating a database
- Deleting a database

2. Tables

- Principles for creating a table
- Creating a table in Datasheet view
 - Rename fields
 - Add field
 - Save table
- Data type and formatting
 - Select a data type
 - Select a data format
- Field management
 - Correct the contents of a “Hyperlink” field
 - Enter a data in an “OLE object” field
 - Enter a data in a “Long text” field
 - Insert a field
 - Enter a data in an “Attachment” field
 - Delete a field
 - Move a field
- Display modes

- Creating a table in Design view
 - Insert fields into a structure
 - Delete a field in a structure
 - Delete multiple fields in a structure
 - Move a field in a structure
 - Rename a field

3. Field Priorities

- Field properties
- Size of a field
 - Change the size of a "Short Text" field
 - Change the size of a "Digital" type field
- Format
 - Assign a format to a "date/time" field
 - Show or not the calendar for a "date/time" field
 - Assign a format to a "Digital" or "numeric" field
 - Change the number of decimal places
- Assign a format to a "Short text" field
- Input mask
 - Set an input mask
 - Edit an input mask
 - Create an input mask
- Legend
- Default value
- Validation IF and IF Error Message
 - Define a validation rule by typing it
 - Define a validation rule using the expression builder
- NULL banned
- Empty string allowed
- Indexed
 - Indexing a field
 - View index list
 - Undo an index
 - Create a multifield index
 - Delete an index
- Aligning the Text
- Text format
- Modifying properties
 - Change a property

- List of choices
 - Create a lookup list using user-entered values
 - Create a lookup list using values contained in another table
 - Create a list of choices in Design view
 - Edit a list of choices
 - Display a default value
 - Restrict entry to the list of choices
 - Allow or prevent changes to the list
 - Disable a list of choices
 - Delete a list of choices

4. Data sheet

- Data selection
 - Select characters inside a field
 - Select the contents of a field
 - Select the contents of multiple consecutive fields
 - Select a record
 - Select multiple consecutive records
 - Select all records
 - Select a field
 - Select multiple consecutive fields
- Moving the pointer
- Data editing
- Adding/deleting records
 - Add a record
 - Delete one or more records
- Formatting the datasheet
 - Change font, size, and character style
 - Align data horizontally
 - Change background colors
 - Change gridlines
 - Apply other formatting options
 - Change the height of the lines
 - Change the height of the lines using the mouse
 - Change the width of a or multiple fields
 - Change the width of a Field using the mouse
- Masking Fields
 - Hide a Field
 - Show hidden fields

- Freezing Fields
 - Freeze one or more Fields
 - Releasing Fields
- Search and replace
 - Search for a data
 - Replace data
- Total line
- Language tools
 - Automatically correct data
 - Add words to the list of corrections
 - Check spelling
- Print
 - Enable preview before printing
 - Select print options
- Layout
 - Change paper size
 - Change orientation
 - Change margins
 - Disable header/footer printing

5. Sort and filters

- Sort
 - Sort using a field
 - Erase sort
 - Sort using multiple fields
- Filters
 - Filter by selection
 - Remove filter
 - Filter by selection inside a field
 - Filter by selection with multiple criteria
 - Filter by form
 - Filter by form with multiple criteria
 - Create an advanced filter/sort
 - Delete a column from the polling grid
 - Delete a line from the polling grid
 - Insert a field between two fields in the polling grid
 - Close the polling grid

6. Relationships

- Primary key
 - Set the primary key
 - Delete primary key
- Relationship between tables
 - Create a relationship
 - Create other relationships
 - Delete a relationship
 - Hide the table in the "relationships" window
 - Show relationships between Tables
 - Open the "relationships" window in Datasheet view
- Data sub-Datasheet
 - Access the Subdatasheet
- Referential integrity
 - Enforce referential integrity
 - Override referential integrity
- Print a relationship report

7. Query Selection

- Query Selection
 - Create a query from a table
 - Switch between grid and sheet
 - Save a query
 - Open a query
- Query changes
 - Add a field in the query grid
 - Insert a field in the query grid
 - Delete one or more fields in the query grid
 - Exclude fields from the Response sheets Dynamic
 - Sort records
 - Query in a field type "Yes/No"
 - Change the contents of a record
- Create a query from an existing query
 - View numeric values or date settings
- Comparison operators
- Logical operators
 - Exploit the logical operator Yes
 - Exploit the logical operator and
- Wildcards
- Multi Query Tables
 - Create a multi-table query
- Associate common fields
- Join types
 - Understanding join types
 - Change the join type