

**Course:****Microsoft Access 2016: Basic**

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**Duration:** 1 day**Description:**

This ILT Series course covers the basic skills and concepts students need to use Microsoft Access 2016 productively and efficiently. After an introduction to the Access 2016 environment, students will learn how to plan databases and create tables. Then they will learn to organize fields and records, and to work with data entry rules. They will learn how to create basic queries, and how to work with forms and reports.

**Table Of Contents:****Unit 1: Getting started**

Topic A: Database Concepts

Topic B: Exploring the Access environment

**Unit 2: Databases and tables**

Topic A: Planning and designing databases

Topic B: Exploring tables

Topic C: Creating tables

**Unit 3: Fields and records**

Topic A: Changing the design of a table

Topic B: Finding and editing records

Topic C: Organizing records

**Unit 4: Data Entry rules**

Topic A: Setting field properties

Topic B: Working with input masks

Topic C: Setting validation rules

**Unit 5: Basic queries**

Topic A: Creating and using queries

Topic B: Modifying query results and queries

Topic C: Performing operations in queries

**Unit 6: Using forms**

Topic A: Creating forms

Topic B: Using Design view

Topic C: Sorting and filtering records

**Unit 7: Working with reports**

Topic A: Creating reports

Topic B: Modifying and printing reports

**Course:****Microsoft Access 2016: Intermediate**

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**Duration:** 2 days**Description:**

This ILT Series course provides students with additional skills and concepts needed to use Microsoft Access 2016 productively and efficiently. They will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, subforms and subreports, navigation forms, and calculated fields.

**Table Of Contents:****Unit 1: Relational databases**

Topic A: Database normalization

Topic B: Table relationships

Topic C: Referential integrity

**Unit 2: Related tables**

Topic A: Creating lookup fields

Topic B: Modifying lookup fields

Topic C: Subdatasheets

**Unit 3: Complex queries**

Topic A: Joining tables in queries

Topic B: Using calculated fields

Topic C: Summarizing and grouping values

**Unit 4: Advanced form design**

Topic A: Adding unbound controls

Topic B: Graphics

Topic C: Adding calculated values

Topic D: Adding combo boxes

Topic E: Advanced form types

**Unit 5: Reports and printing**

Topic A: Report formatting

Topic B: Calculated values and subreports

Topic C: Printing

Topic D: Label printing

**Unit 6: Charts**

Topic A: Charts in forms

Topic B: Charts in reports

**Course:****Microsoft Access 2016: Advanced**

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**Duration: 1 Day****Description:**

This ILT Series course builds on the skills and concepts taught in Access 2016: Basic and Access 2016: Intermediate.

**Table Of Contents:****Unit 1: Querying with SQL**

Topic A: SQL and Access

Topic B: Writing SQL statements

Topic C: Attaching SQL queries to controls

**Unit 2: Advanced queries**

Topic A: Creating crosstab queries

Topic B: Creating parameter queries

Topic C: Using action queries

**Unit 3: Macros**

Topic A: Creating, running, and modifying macros

Topic B: Attaching macros to the events of database objects

**Unit 4: Advanced macros**

Topic A: Creating macros to provide user interaction

Topic B: Creating macros that require user input

Topic C: Creating AutoKeys and AutoExec macros

Topic D: Creating macros for data transfer

**Unit 5: Importing, exporting, and linking objects**

Topic A: Importing objects

Topic B: Exporting objects

Topic C: Working with XML documents

Topic D: Linking Access objects

Topic E: Using hyperlink fields

**Unit 6: Database management**

Topic A: Optimizing resources

Topic B: Protecting databases

Topic C: Setting options and properties