



# Microsoft Access 2016 Level 1

## DURATION

1 Day

## COURSE OVERVIEW

This course introduces delegates to the basics of Microsoft Access 2016 and they will learn to create and modify new databases and their various concepts.

## TARGET AUDIENCE

The course is designed for people who wish to learn the basic operations of Microsoft Access 2016 program to perform their day-to-day responsibilities and want to use the application to be more productive in their work.

It provides the fundamental knowledge and techniques needed to use more complex Microsoft Access 2016 features such as maintaining databases and using programming techniques that enhance Access applications.

## LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Understand the concepts of database design and how a relational database works in Access.
- Build tables, working with fields and field types with an understanding of indexing and how to assign Primary Keys.
- Manipulate and navigate tables and records using filtering and sorting tools.
- Use forms to make it easier to view, access and input data.

## PRE-REQUISITES

To be successful in this course, you should be familiar with using personal computers and have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Specifically, you should be able to launch and close programs, navigate to information stored on the computer and be able to manage files and folders.

## COURSE CONTENTS

- Access 2016 database concepts.
- Opening a database and security issues.
- Tables
- Fields and field types.
- Table navigation and modification.
- Field properties.
- Manipulating tables and records.
- Primary keys and indexing.
- Filtering within Access 2016.
- Sorting within Access 2016.
- Searching within Access 2016.
- Access 2016 forms.