

## Course Outline

# Microsoft Access 2010-2013-2016

### Course Description:

Find out how to create a customer database. Learn how to build tables (including fields and records), enter data using forms, customize and print reports. Define various field properties within tables, and set a primary key. Run basic to advanced queries to extract information for analysis. Top tips for building from scratch or using wizards based on existing content.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

#### Intro Level:

- New Office interface & features
- Overview (Definitions)
- Database Objects
- Tables (New)
  - Design View (Creating Fields, Field Types, Field Properties)
  - Datasheet View (Entering Data)
- Forms (Form Wizard)
  - Form View (Entering Data)
  - Design View (Formatting, Adding Form Fields)
- Reports (Report Wizard)
  - Design View (Formatting)
- Queries
  - Creating Queries, Reports
  - Parameter Queries
- Printing

#### Intermediate/Advanced Level:

- Review of Intro Level
- Custom Forms
  - Command Buttons
- Master Forms & Sub Forms
- Custom Reports
  - Calculated Fields
  - Envelopes and Labels
- Custom Queries
- Switchboards
- Relational Databases
  - Relationship Types
- Compacting a Database
- Importing from Excel
- Exporting to Excel and Word
- Macro's – Basic

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