Microsoft Word/Powerpoint/Access/Excel 2016 Courses

Access 2016 Video Table

Training Plan Subway Stops	Content or article title	Topics Covered	
Get started with Access	What is Microsoft Access 2016?	Overview	None
	Get started with databases	concepts and terms good database design determining the purpose of your database find and organize required information divide information into tables turn information items into columns specify primary keys	1.1
	Get to know database objects	tables queries forms reports macros models	1.1
Create an Access database	Decide whether to create a desktop database or an Access web app	design considerations detailed differences between Access web apps and desktop databases	1.1, 1.2
	Create a Microsoft Access 2016 desktop database	create a database from a template create a database from scratch	1.1, 1.2, 1.3
	Create a Microsoft Access 2016 web app	create an Access web app from a template create an Access web app from scratch	1.1, 1.2, 1.3
Add tables	Build tables and set datatypes	rename a table in a desktop database add a table to a desktop database save a table add a field by entering data change the data type of a field add a field for a specific data type	2.1, 2.2, 2.3, 2.4
	Build tables with Table Designer	create a table with Table Design	2.1, 2.2, 2.3, 2.4
	Combine fields using the calculated data type	use calculated fields to concatenate data from separate fields	2.1, 2.2, 2.3, 2.4
Use relationships	Get started with table relationships	understanding the Relationships view types of relationships between tables edit a relationship delete a table relationship	2.1, 2.2, 2.3, 2.4
	Create relationships with the Lookup Wizard		2.1, 2.2, 2.3, 2.4
	Create relationships with the Relationships Pane	create relationships using the Relationships pane	2.1, 2.2, 2.3, 2.4
	Create many-to-many relationships	what is it? (definition) create many-to-many relationships	2.1, 2.2, 2.3, 2.4

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		create an intermediate table	
		create fields in the intermediate table	
		combine primary ID fields	
		connect the three tables to create the many-to-many relationship	
	Create one-to-one relationships	what is it (definition)	2.1, 2.2, 2.3, 2.4
		create one-to-one relationships overview	
		create a one-to-one relationship steps	
Add and edit data	Copy data from Microsoft Excel 2016	clean up your data	2.1, 2.2, 2.3, 2.4
		add Excel data to a new table	
		add Excel data to an existing table	
	Link to shared data	link to data in a shared document	2.1, 2.2, 2.3, 2.4
Manage data with queries	Get started with queries	what are queries	
		create a query	3.1, 3.2, 3.3
	Create basic queries	create a query in Design view	3.1, 3.2, 3.3
		use an expression as an output field	
	Create queries with more than one data source	get started with joins	3.1, 3.2, 3.3
		inner joins	
		self-joins	
		add data sources	
		join related data sources	
		complete the query	
	Create queries with outer joins	left outer joins and right outer joins	3.1, 3.2, 3.3
		add data sources	
		add a join	
		change a join	
		complete the query	
	Query unrelated data sources	use intermediate tables to connect data sources in queries	3.1, 3.2, 3.3
Create forms	Create navigation forms	add a form or report to the navigation form	4.1, 4.2, 4.3
		change the label on a navigation form	
		apply a visual theme to a navigation form or report	
		set the navigation form as the default display form	
Create reports	Create basic reports	select record source in Navigation Pane, select the report tool you want	1.5
		add grouping, sorting, or totals to fields in the report	
	Create a grouped or summary report	create a quick grouped or sorted report	1.5
		build a new grouped report using Report Wizard	
		add or modify grouping and sorting in an existing report	
	Modify and print reports	resize fields	1.5

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		highlight data with a conditional formatting rule	
		add a logo	
		preview and print the report	
Protect databases	Back up databases	back up a database	1.4
		restore a database	