

Information Technology and Computer Skills Training

ACCESS 2016 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$125.00

Course Content

Learners who attend this Introductory Level workshop will receive information to increase their proficiency in the following areas:

Lesson 1: Access Basics

- Understanding Databases
- Using Database Templates
- Open an Existing Database
- The Access Environment
- A Look at Tables & Forms
- A Look at Queries & Repots
- Creating a Blank Database
- Setting Access Options
- Using Help
- Using Tell Me to Obtain Help

Lesson 2: Working with Tables

- Creating a Table Using Application Parts
- Entering Data into a Table
- Adding New Fields to a Table
- Creating a Table from Scratch
- Setting a Primary Key
- Changing Column Width & Row Height
- Rearranging Fields
- Inserting & Deleting Fields
- Changing Field Properties
- Designing a Datasheet View
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Lesson 3: Working with Data

- Editing Data
- Formatting Table Data
- Importing Excel Data into an Existing Table
- Importing a Text File into a New Table
- Selecting & Deleting Records
- Sorting Records
- Finding & Replacing Data
- Filtering Data by Selection
- Filtering Data by Form
- Using Common Filters
- Hiding/Unhiding Columns
- Freezing Columns
- Rearranging Columns
- Displaying Column Totals in a Datasheet

Lesson 4: Working with Queries

- Working in Query Design View
- Creating a Query in Design View
- Adding Fields to a Query
- Removing Fields from a Query
- Saving a Query
- Running a Query
- Adding Criteria to a Query
- Specifying Multiple Criteria
- Sorting Data in a Query
- Moving Columns in a Query
- Using the Query Wizard

Lesson 5: Creating Forms

- Using the Form Wizard
- Entering Data Into a Form
- A Look at Design View
- Adding a Field to a Form
- Changing Control Properties
- Using Layout View
- Finding Records in a Form

Lesson 6: Creating Reports

- Creating a Basic Report
- Applying a Theme to a Report
- Using the Report Wizard
- Report View & Layout View
- A Look at Design View
- Modifying Report Setup
- Printing Reports
- Using the Label Wizard

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