



## Microsoft Access 2016

Level 2

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

### General Description:

The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.

### What You Will Learn:

At the completion of this course participants will be able to:

- use various data validation features in **Access** to protect data
- format the data in a table
- perform more advanced queries using a variety of querying techniques
- create and use parameter queries
- create calculated queries
- modify and adapt an existing form according to specific needs
- create a navigation form for a database in **Access 2016**
- create forms using a combination of wizards and manual techniques
- create and use macros in **Access**
- work with a number of macro techniques
- create and work with macros in forms
- create and manage custom categories and groups in the **Navigation Pane**

### Course Content

The course covers:

#### Data Validation

- Assigning Default Values
- Validation Rules and Text
- Validating Numbers
- Setting Required Fields
- Working With Validations
- Challenge Exercise
- Challenge Exercise Sample

#### Formatting Tables

- Changing Column Widths
- Formatting Cells in a Table
- Changing Fonts
- Moving Columns in a Table
- Freezing Columns in a Table
- Hiding Columns in a Table
- Unhiding Columns

- Challenge Exercise
- Challenge Exercise Sample

#### Querying Techniques

- Modifying a Saved Query
- Creating AND Queries
- Creating OR Queries
- Querying Numeric Data
- Querying Dates
- Using a Range Expression
- Querying Opposite Values
- Moving Fields in a Query
- Sorting Query Data
- Removing Fields From a Query
- Querying Using Wildcards
- Problem Characters
- Querying With a Lookup Table
- Sorting Query Data Numerically
- Displaying NULL Values
- Querying for Uniqueness

- Challenge Exercise
- Challenge Exercise Sample

#### Parameter Queries

- Creating a Parameter Query
- Displaying All Records
- Using Parameters to Display a Range
- Using Parameters in Expressions
- Using Parameters With Wildcards
- Challenge Exercise
- Challenge Exercise Sample

#### Calculations in Queries

- Creating a Calculated Field
- Formatting Calculated Fields
- Summarising Data Using a Query
- Changing the Grouping
- Calculating With Dates



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- Using Criteria in Calculations
- Concatenating String Fields
- Challenge Exercise
- Challenge Exercise Sample

#### Modifying Forms

- Understanding Form Design and Layout
- Switching Between Form Views
- Selecting Form Objects
- Working With a Control Stack
- Changing Control Widths
- Moving Controls on a Form
- Aligning Controls
- Understanding Properties
- Changing Label Captions
- Adding an Unbound Control
- Adding a Control Source
- Formatting a Control
- Checking the Current Tab Order
- Changing the Tab Order
- Inserting the Date Into the Form Header
- Challenge Exercise
- Challenge Exercise Sample

#### Using a Navigation Form

- Creating a Simple Navigation Form
- Creating a More Complex Navigation Form
- Creating the Navigation Form Page Tabs
- Creating Subsidiary Pages
- Adding Subsidiary Pages
- Editing Page Tab Names
- Applying a Theme

- Modifying Properties
- Automatically Starting the Navigation
- Form
- Challenge Exercise
- Challenge Exercise Sample

#### DIY Forms

- Creating a Multiple Item Form
- Adjusting the Layout of a Form
- Typing Into a Form Layout
- Disabling Fields
- DIY Sub Forms
- Removing SubForm Redundancy
- Splitting and Merging Layout Cells
- Adding an Easy Lookup Field
- Adding Buttons to a Form
- Adjusting Form Properties
- Challenge Exercise
- Challenge Exercise Sample

#### Creating and Using Macros

- Understanding Macros and VBA
- Creating a Macro
- Running a Macro
- Modifying an Existing Macro
- Interacting With the User
- Stepping Through a Macro
- Documenting Macros
- Challenge Exercise
- Challenge Exercise Sample

#### Macro Techniques

- Creating a Print Macro
- Using Conditions to Enhance a Macro
- Creating a Sequence of Conditions

- Understanding the Versatility of MsgBox
- Using the MsgBox Function
- Reconfiguring a Message Box
- Using the InputBox Function
- Challenge Exercise
- Challenge Exercise Sample

#### Macros on Forms

- Understanding Macros on Forms
- Creating Navigation Macros
- Accessing Event Macros
- Creating Unassigned Buttons
- Programming an Event
- Running an Event Macro
- Modifying an Event Macro
- Setting Echo Off
- Adding a Close Button
- Creating a Search Macro
- Running the Search Macro
- Understanding the Search Macro
- Naming Macros
- Referencing Macro Sheet Macros
- Challenge Exercise
- Challenge Exercise Sample

#### Navigation Pane Protection

- Understanding the Navigation Pane
- Creating Custom Categories
- Creating Custom Groups
- Adding Objects to a Group
- Hiding Groups and Objects
- Showing Hidden Groups and Objects
- Challenge Exercise
- Challenge Exercise Sample



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**What You Take  
Away:**

At the completion of the course, you get to take away the extensive coursebook for future reference.

**What You Need To  
Know:**

Microsoft Access 2016 - Level 2 assumes some knowledge of the software to create basic databases and generate reports. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

**Measure of Success:**

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

**Certificate:**

Upon successful completion of the workshop, you will be issued with an official course certificate

**Which Course  
Next?:**

Access Level 3

**Dates & Times:**

Please refer to separate workshop schedule.

**Course Policies  
Warranty:**

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course