Microsoft® Office Access® 2016: Level 3

Training Course Content

Course Objective: You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance. This course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

Prerequisites: To ensure your success, we recommend that you first take Access Level 1 and Level 2, or have equivalent knowledge and skills - such as knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports.

What's New in 2016: See how the new Tell Me feature enables you to quickly find features, or have Access help you with what you want to do next. The Add Tables dialog box has been increased in size to make it easier to see more table and query names in your database, and five of the most popular database templates have been redesigned to have a more modern look and feel. For complex Access databases with links to many sources, the Linked Table Manager can easily export a list to Excel.

Lesson 1: Structuring Existing Data

Topic 1A: Restructure the Data in a Table
Topic 1B: Create a Junction Table
Topic 1C: Improve the Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create Subqueries
Topic 2B: Create Unmatched and Duplicate Queries
Topic 2C: Filter Records Using Criteria
Topic 2D: Summarize Data Using a Crosstab Query
Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro
Topic 3B: Attach a Macro
Topic 3C: Restrict Records Using a Condition
Topic 3D: Validate Data Using a Macro
Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Creating Effective Reports

Topic 4A: Include a Chart in a Report
Topic 4B: Print Data in Columns
Topic 4C: Cancel Printing of a Blank Report
Topic 4D: Publish a Report as a PDF

Lesson 5: Maintaining an Access Database

Topic 5A: Link Tables to External Data Sources
Topic 5B: Manage a Database
Topic 5C: Determine Object Dependency
Topic 5D: Document a Database
Topic 5E: Analyze the Performance of a Database