



## Access 2016 Level 1 Training Syllabus

Introducing Databases  
Open and Save an Access Database  
Database Objects and the Access Window  
Introducing Tables  
Table Features  
Field Data Types  
Primary Key Fields  
Creating a Table in a New Database  
Creating Tables in Design View  
Field Properties  
Sorting and Filtering Table Data  
Importing Data Sources  
Relational Databases  
Referential Integrity  
Data Normalization  
Creating Forms  
Record Sources  
Creating and Using Basic Forms  
Creating Forms with the Form Wizard  
Changing Forms in Layout View  
Changing Forms in Design View  
Modify the Form Header Section  
Tab Order  
Themes  
Querying a Database  
Creating a Select Query Using Query Design View  
Designing a Query Using Multiple Tables  
Choosing Fields to Include in a Query  
Selecting a Field That Appears in Multiple Tables  
Wildcard Characters  
AND and OR Criteria  
Date Criteria  
Sorting, Showing, and Limiting Results  
Limiting the Number of Results Displayed  
Calculated Fields  
Introducing Reports  
Sections  
Grouping and Sorting  
The Report Wizard  
Modifying Reports  
Controls  
Adding Fields to a Report  
Header and Footer Objects  
Formatting Controls  
Themes

High Order Solutions