



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