

## [AVWSQ-ACS16Basic]: WSQ ICDL® Microsoft Access 2016 Basic

Length	: 2 Days
Level	: Clerical / Supervisory
Technology	: Microsoft Access 2016
Delivery Method	: Instructor-led (Classroom)

### Course Overview

A basic course preparing participants to perform database functions.

### Audience Profile

Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

### At Course Completion

Participants will have the knowledge and application skills in using a database application. The skills include understanding fundamental database concepts, designing database; and using basic functions within a database.

### Pre-Requisites

Users already with database basic proficiency.

### Course Outline

#### Section 1: Database Concepts

##### Lessons

- Concepts of Databases
  - What is a Database
  - Common Uses of Large-Scale Databases
  - Roles and Responsibilities of Database Users
  - Components of a Database
- Designing and Planning Relational Database
  - Reasons for Designing and Planning Database
  - Determine the Fields Needed for a Database
  - Group the Fields into Tables
  - Determine Table Relationship
- Getting Started with Access 2016
  - Starting Access
- Exploring Microsoft Access 2016 Window
  - The Ribbon
  - Quick Access Toolbar

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- Tell Me Bar (New)
- Message Bar
- The Navigation Pane
- Status Bar
- Record Navigation Bar
- Record Search Box
- Database Design Window
- Managing Databases and Objects
  - Working with Objects
  - Printing an Object

Exercise: Database Concepts

## Section 2: Working with Tables

### Lessons

- Manage A Table
  - Understanding Data Type
  - Working with Tables
  - Primary Keys
- Field Properties
  - Field Size Property
  - Number and Date Format Properties
  - Text Format Properties
  - Default Value Property
  - Validation Rule Properties
  - Indexed Property

Exercise: Working with Tables

## Section 3: Managing Data

### Lessons

- Editing Records
  - Navigating Within Tables
  - Using Find and Replace Tool
- Modifying Table Appearance
  - Resizing Fields and Rows
  - Hiding Fields
- Sorting and Filtering
  - Sorting Records
  - Filtering Records

Exercise: Managing Data

## Section 4: Table Relationships

### Lessons

- Understanding Table Relationships
- Types of Table Relationships
  - A One-To-Many Relationship
  - A Many-To-Many Relationship
  - A One-To-One Relationship

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- Principles of Referential Integrity
  - Define Relationships between Tables
  - Updating and Deleting Records

Exercise: Table Relationships

## Section 5: Queries

### Lessons

- What are Queries
- Creating and Saving Queries
  - Single Table Query
  - Multi Table Query
- Editing a Query
  - Adding Fields
  - Removing Fields
  - Moving Fields
  - Hiding Fields
  - Sorting Query Results
- Query Criteria
  - Criteria for Number and Currency Fields
  - Criteria for Text Fields
  - Criteria for Date and Time Fields
- Exporting Query Results
- Printing Query Results

Exercise: Queries

## Section 6: Forms

### Lessons

- Creating and Designing Forms
  - Create a Form
- Editing a Form
  - Editing a Form in Design View
  - Viewing a Form in Layout View
- Working with Forms
  - Opening Form in a Form View
  - Entering and modifying data
  - Sort and Filter Records Using Form

Exercise: Forms

## Section 7: Reports

### Lessons

- Introduction to Report
  - Parts of a Report
- Creating Reports
  - Auto Report Tool
  - The Report Wizard Tool
  - Blank Report Tool
  - Report Design Tool

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- Creating Grouped Report
- Modifying Report Design
  - Add and Modify Text in Header and Footer of the Report
  - Perform Calculations in Reports
  - Deleting a Report

Exercise: Reports

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