

Access 2016 – Level 3 Outline

TABLE OF CONTENTS

ACCESS 2016 LEVEL 3 – INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN ACCESS 2016?

LESSON 1 - WORKING WITH MACROS

1.1 CREATING A MACRO

1.2 ADDING ADDITIONAL MACRO ACTIONS

1.3 RUNNING A MACRO STEP-BY-STEP

1.4 ASSIGNING A MACRO TO A COMMAND BUTTON

1.5 CREATING A MACRO GROUP

1.6 USING A MACRO GROUP

1.7 USING MACRO CONDITIONS

1.8 THE AUTOEXEC MACRO

1.9 CREATING AN AUTOKEYS MACRO

1.10 CREATING A DATA MACRO

1.11 ADDING A MACRO TO THE QUICK ACCESS TOOLBAR

LESSON 1 QUIZ

LAB 1 – ON YOUR OWN

LESSON 2 - ACTION QUERIES

2.1 ABOUT ACTION QUERIES

2.2 CREATING A MAKE-TABLE QUERY

2.3 CREATING AN APPEND QUERY

2.4 CREATING AN UPDATE QUERY

2.5 CREATING A DELETE QUERY

2.6 CREATING A SQL QUERY

LESSON SUMMARY – ACTION QUERIES

LESSON 2 QUIZ

LAB 2 – ON YOUR OWN

LESSON 3 - IMPORTING AND EXPORTING DATA

3.1 IMPORTING DATA FROM A TEXT FILE

3.2 IMPORTING DATA FROM EXCEL

3.3 IMPORTING DATA FROM ANOTHER ACCESS DATABASE

3.4 LINKING DATA

3.5 EXPORTING DATA TO OTHER FORMATS

3.6 EXPORTING DATA TO A PDF FILE

3.7 EXPORTING DATA TO ANOTHER ACCESS DATABASE

3.8 EXPORTING DATA TO EXCEL
3.9 EXPORTING DATA TO MICROSOFT WORD
3.10 EXPORTING DATA TO A MICROSOFT WORD MAIL MERGE
LESSON SUMMARY – IMPORTING AND EXPORTING DATA
LESSON 3 QUIZ
LAB 3 – ON YOUR OWN

LESSON 4 - CREATING A MENU SYSTEM
4.1 CREATING A SWITCHBOARD
4.2 ADDING SWITCHBOARD ITEMS
4.3 USING THE SWITCHBOARD
4.4 EDITING A SWITCHBOARD
4.5 SETTING STARTUP OPTIONS
4.6 CREATING A NAVIGATION FORM
LESSON SUMMARY – CREATING A MENU SYSTEM
LESSON 4 QUIZ
LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH FORMS AND REPORTS
5.1 ADDING A SUBFORM USING THE SUBFORM/SUBREPORT TOOL
5.2 MODIFYING A SUBFORM
5.3 ALIGNING CONTROLS TO EACH OTHER
5.4 CREATING AN OPTION GROUP
5.5 EDIT SORTING AND GROUPING LEVELS IN A REPORT
5.6 INSERTING TOTAL FIELDS IN A REPORT
5.7 USING RECTANGLES, LINES AND BORDERS
LESSON SUMMARY – WORKING WITH FORMS AND REPORTS
LESSON 5 QUIZ
LAB 5 – ON YOUR OWN

LESSON 6 - DATABASE TOOLS AND MAINTENANCE
6.1 USING COMPACT AND REPAIR
6.2 CHANGING DATABASE PROPERTIES
6.3 DOCUMENTING A DATABASE
6.4 ANALYZING A DATABASE
6.5 VIEWING OBJECT DEPENDENCIES
6.6 BACKING UP A DATABASE
6.7 SPLITTING A DATABASE
6.8 SETTING A DATABASE PASSWORD
LESSON SUMMARY – DATABASE TOOLS AND MAINTENANCE
LESSON 6 QUIZ
LAB 6 – ON YOUR OWN

CLASS PROJECT – SALES DATABASE

INDEX