



INCUMBENT WORKER TRAINING Microsoft Office Productivity Suite



2010/2013/2016/2019/ OFFICE 365

MICROSOFT ACCESS



OPERATION ABLE

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Suggested Topics	MS Access I: Introduction to Access
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Sub-Topic 1	Understanding Access Databases
Description	Keeping Track of Your Data, What is a Database,
Sub-Topic 2	Introduction to Tables
Description	Creating Tables, and Entering Data
Sub-Topic 3	Understanding Fields and Data Types
Description	Various Data Types and Field Properties
Sub-Topic 4	Understanding Database Objects:
Description	Create Tables, Forms, Reports and Queries
Sub-Topic 5	Establishing Search Criteria and Retrieving Data
Description	Types of Criteria, Wildcards and overview of retrieval methods
Sub-Topic 6	MS Access Sort Feature
Description	Sorting Records
Sub-Topic 7	The MS Access Find Feature
Description	Using the find & Replace dialog box
Sub-Topic 8	The MS Access Specialized Filter Feature
Description	Discuss the advantages and disadvantages of various types of filters
Sub-Topic 9	The Access Query and Filter Criteria
Description	The power of a saved query over an ordinary table filter

Training Course Description

Suggested Topics	MS Access II: Intermediate Access
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Sub-Topic 1	About Relationships in an Access Database
Description	Working with Primary Keys, define relationships between tables
Sub-Topic 2	Creating Queries
Description	Select Queries, Parameter Queries, Duplicates Queries, Between Dates Queries etc.
Sub-Topic 3	Create a Data Form
Description	Using the Data Form Wizard and Design View
Sub-Topic 4	Create a Database Report
Description	Using the Report Wizard and Design View
Sub-Topic 5	Compacting and Repairing a Database
Description	
Sub-Topic 6	Import External Data Into Access
Description	Learn to import another Datasheet Table or Spreadsheet
Sub-Topic 7	Efficient Data Entry Refinements
Description	Record Data Default Masks, Default Values and Lookup fields that display a fixed set of optional values

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