

Access 2016 - Level 1

The Access 2016 - Level 1 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-730. You will learn about database fundamentals, screen components and templates. You will also preview and print database objects and export data to other file formats.

The estimated time to complete this course is 3 hours and 36 minutes.

Introducing Access 2016

Starting Access and Help

- Databases
- Starting Access
- Previewing Templates
- Creating Blank Databases
- Using Help
- Help Tools
- Searching Online Help
- Quitting Access

Screen Components

- Access Screen Components
- Status Bar
- Taskbar
- Navigation Pane
- Opening Database Objects
- Backstage View
- Pin to List
- Ribbons
- Dialog Box Launchers
- Task Panes
- Contextual Tabs
- Quick Access Toolbar

Database Fundamentals

Database Basics

- Databases
- Opening Database Objects
- Tables
- Viewing Tables
- Data Types for Fields
- Indexing Fields
- Primary Key Fields
- Table Relationships
- Referential Integrity
- Queries
- Forms
- Viewing Forms
- Reports
- Viewing Reports

Using Templates


- Access Templates
- Searching for Templates
- Applying Filters
- Removing Filters
- Keyword Searches
- Previewing Templates
- Creating Databases
- Database Objects
- Entering Data into Tables
- Deleting Databases

If you require any further information please contact NYES:

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Printing and Exporting

Previewing and Printing

- Previewing Datasheets
- Printing Datasheets
- Printing Subdatasheets
- Printing Selected Records
- Previewing Reports
- Changing the Page Setup
- Printing Reports
- Printing Output from Queries
- Printing Forms

Exporting Data


- Exporting Database Objects
- Export Options
- Exporting to Access Database
- Exporting Data in Excel Format
- Saving Exported Files
- Exporting Data in XML Format
- Exporting Data in PDF Format
- Exporting Data as Text Files
- Viewing Exported Files

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