

Access 2016 - Level 2

The Access 2016 - Level 2 course covers topics included in the Microsoft Office Specialist (MOS) exam 77-730. You will manage databases, perform Backups and Split databases. You will also build and design tables, import data, create relationships, and modify options.

The estimated time to complete this course is 4 hours and 33 minutes.

Managing the Access Environment

Managing Databases

- Managing a Database
- Opening Databases
- Navigation Pane
- Save Object As Command
- Adding Table Description
- Renaming Objects
- Deleting Objects
- Navigation Pane Options
- Compact and Repair Databases
- Protecting Databases

Application Parts

- Application Parts
- Saving Database as a Template
- Creating Application Parts
- Using Applications Parts
- Quick Start Options
- Blank Forms
- Saving Databases

Backup and Splitting Databases

- Database Backup
- Saving to OneDrive
- Restoring Backups
- Importing Database Objects
- Saving for Backward Compatibility
- Splitting Databases
- Linking to Databases

Building Tables

Table Basics

- Creating Tables in Design View
- Adding Fields
- Editing Fields
- Deleting Fields
- Viewing Field Properties
- Setting Field Properties
- Adding Table Data
- Adding New Records
- Deleting Records
- Modifying Table Data
- Deleting Table Data
- Navigation Buttons
- Hiding/Unhiding Fields
- Freezing Fields
- Adding Total Rows
- Deleting Tables

If you require any further information please contact NYES:

T: 01609 533222

E: nyes@northyorks.gov.uk

www.nyeducationsservices.co.uk


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Table Design

- Modifying the Table Design
- Field Names
- Field Size Property
- Number Property
- Decimal Places Property
- Format Property
- Smart tags
- Show Date Picker
- Input Mask Property
- Caption Property
- Validation Rules
- Required and Allow Zero Length
- Indexing Fields
- Setting a Primary Key
- Changing Field Order
- Saving Design Changes
- Adjusting Column Widths

Table Relationships

- Table Relationships
- Selecting the Tables
- Creating Relationships
- Referential Integrity
- Relationship Line
- Editing Relationships
- One-to-One Relationships
- Removing Relationships
- Hiding/Showing Tables
- Many-to-Many Relationships
- Creating Link Tables

Importing Data

- Importing Data into Access
- Import Options
- Importing from Access Database
- Appending Imported Data
- Importing from Excel Spreadsheet
- Creating Linked Tables
- Updating Linked Tables

Access Options

Modifying Options


- Access Options
- General Options
- Current Database Options
- Datasheet Options
- Object Designer Options
- Proofing Options
- Language Options
- Client Settings Options
- Customize Ribbon Options
- Quick Access Toolbar Options

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