Microsoft Access 2016

Version 7

Published 11/12/2021 by Gerald Encabo   Last updated 12/8/2021 5:54 PM by Sonia Novello

Lesson 1

1. Working with table views

Lesson 2

1. Creating the database file

2. Creating Access database tables

Lesson 3

1. Identifying primary and foreign keys

2. Understanding primary and foreign keys

3. Sorting and filtering in a query

4. Understanding table relationships

5. Understanding table structure and relationships

6. Define table relationships

Lesson 4

1. Creating lookup fields

2. Create calculation fields

3. Modify fields

4. Controlling input with masks

Lesson 5

1. Creating queries

2. Creating basic queries using tables

3. Create a query with the wizard

4. Create a query using the Query Wizard

5. Using delete queries

6. Make table, delete, and append queries

7. Define query criteria

Practice

MS Access Practice Assessment Files (Right Click, then 'Save Link As..' to download the files):

Access Instructions

Unformatted

Solution

tags : linkedin-learning