Microsoft Access 365, Part 2 of 5: Tables

Meet the expert: I’m Kari Hoien. I have a Bachelors degree in Business and Accounting from Concordia College in Moorhead, I was a CPA and went on to get my Masters in Education Technology from Pepperdine in Malibu, California. I have been working as a trainer and consultant for Microsoft Office products for more than 20 years and I’ve helped clients in almost every industry in a wide range of different capacities and applications. I have taught thousands of people how to use Microsoft Office apps (Excel, Access, Outlook, PowerPoint etc). I have done stand-up classroom style training, virtual training, on-demand training, self-paced training, executive training, one-on-one training – you name it – I've probably done it. I LOVE teaching people how to use these everyday programs better, ways to save time so you can work SMARTER and have more time for the things that you love. Thanks so much for allowing me to help you learn.

Prerequisites: Knowledge of data types, database structure and use of other Microsoft tools and interface ribbons is very useful, but not required.

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Course description: Microsoft Access is a database management system (DBMS) used to store and manage data allowing a user to create forms, query information and create reports. In this course you will learn to create tables, external tables, table relationships and how to work with them.

Course outline:

Creating Tables
• Introduction
• Access Tables
• Demo: Creating Tables
• Creating Tables on the Fly
• Design View
• DataSheet vs Design View
• Field Properties and Data Types
• Short Text
• Long Test Field
• Number Field
• Help
• Input Mask
• Large Number
• Date Time
• Date Time Extended
• Currency
• Binary Field
• OLE Object
• Hyperlink
• Attaachment
• Calculated
• lookup Wizard
• DataSheet View
• Primary Key
• Table Views

• Summary

External Tables
• Introduction
• External Tables
• External Tables
• Import and Link Tables
• Import and Link Group
• Link Table Manager
• Importing and Linking Access Tables
• Linking
• Link Differences
• Import and Link Excel Tables
• Import from Excel
• Linking table
• Connect SharePoint Tables
• Link Sharepoint List
• Other Data Sources
• Exporting Tables
• Export Text File
• Email
• Summary

Working with Tables
• Introduction
• Working with Tables
• Navigationg Tables
• Contextual Tabs
• Find
• Goto

• Sorting and Filtering in Tables
• Filter HomeTab
• Advanced Filter
• Dates and Values
• Selection Filter
• Adding Records in Datasheet
• Undo and Redo
• Data Entry Shortcuts
• Summary

Relationships between Tables
• Introduction
• Table Relationships
• Relationship Types
• Relationship Types Demo
• Join Types
• Demo: Referential Integrity
• Cascade Relationship Settings
• Lookup Wizard
• Sub Datasheets
• Relationship Best Practices
• Summary