



Microsoft Access 2016 Level 2

DURATION

1 Day

COURSE OVERVIEW

During this course you will improve and customise tables, queries, forms, reports and share Access data with other applications.

TARGET AUDIENCE

The course is designed for people who wish to learn the basic operations of Microsoft Access 2016 program to perform their day-to-day responsibilities and want to use the application to be more productive in their work.

It provides the fundamental knowledge and techniques needed to use more complex Microsoft Access 2016 features such as maintaining databases and using programming techniques that enhance Access applications.

LEARNING OBJECTIVES

On completion of this course, you will be able to:

- Build a database by constructing tables and table relationships.
- Creating queries to search and interrogate your data.
- Create forms to ease data entry, and reports to output your information.
- Export information to be able to view or analyse in different formats

PRE-REQUISITES

To be successful in this course, we recommend you first attend the following course or have equivalent knowledge:

- Microsoft Access 2016 Level 1

COURSE CONTENTS

- Trusted locations and default locations.
- Queries.
- Reports.
- Lookup tables.
- Input masks.
- Relationships.
- Joins.
- Exporting.
- Printing.