



Microsoft Access 2016 Level 3

DURATION

1 Day

COURSE OVERVIEW

During this course you create complex Access databases by structuring existing data, writing advanced queries, working with macros and performing database maintenance.

TARGET AUDIENCE

The course is designed for those people whose job responsibilities include working with heavily related tables, creating advanced queries, forms and reports, writing macros to automate common tasks and performing general database maintenance.

LEARNING OBJECTIVES

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

- Obtain skills in advanced query, form and report design, and manage their databases.
- Provide some levels of automation with the use of Macros. Create more complex queries looking at different query types.
- Pull data in from other sources to use in your database.

PRE-REQUISITES

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

- Microsoft Access 2016 Level 1
- Microsoft Access 2016 Level 2

COURSE CONTENTS

- Trusted locations and default locations.
- Queries.
- Forms.
- Reports.
- Macros.
- Linking data.
- Importing data