MICROSOFT ACCESS 2016 - LEVEL 1 / INTRO

Course Code: 6654

Learn to use Microsoft Access 2016 to manage your data, construct tables, design forms and reports, and more.

Microsoft® Office Access® 2016 can help you and your organization collect and manage large amounts of data. You can use it as a personal data management tool, or you can use it to develop applications for a department or an entire organization. In this course, you will use Access 2016 to manage your data by creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

What You'll Learn

In this course, you will learn how to use Access 2016 to manage your data by creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Who Needs to Attend

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

Prerequisites

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

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CLASSROOM LIVE	$690 USD	2 Day

Classroom Live Outline

Getting Started with Access

- Orientation to Microsoft Access
- Create a Simple Access Database
- Get Help and Configure Options in Microsoft Access

Working with Table Data

- Modify Table Data
- Sort and Filter Records

Querying a Database

- Create Basic Queries
- Sort and Filter Data in a Query
- Perform Calculations in a Query

Using Forms

- Create Basic Access Forms
- Work with Data on Access Forms

Generating Reports

- Create a Report
- Add Controls to a Report
- Enhance the Appearance of a Report
- Prepare a Report for Print
- Organize Report Information
- Format Reports

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VIRTUAL CLASSROOM LIVE	$690 USD	2 Day

Virtual Classroom Live Outline

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PRIVATE GROUP TRAINING	2 Day

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