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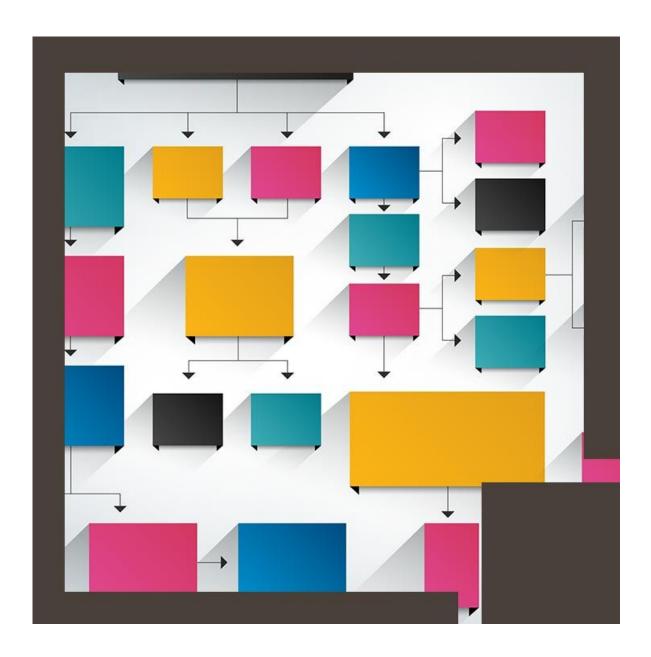
Learning Style: On Demand

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 3 Hours

Access 2016 Intermediate - Part 1

About this course:

Business professionals with a basic knowledge of Access 2016 will benefit from this course, which furthers your knowledge of database creation and management within this Microsoft program. Go beyond rudimentary database skills to master more complicated features of the program, like queries and formulas.

Access is a database creation and management program. It helps you design and build a robust database to help your organization run smoothly. Many small to medium-sized businesses use Access for this exact purpose.

Course Objectives:

- In this course, you will create and manage an Access 2016 database.
- You will navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options.
- Organize and manage data stored within Access tables. Use queries to join, sort, and filter data from different tables.
- Also, use forms to make it easier to view, access, and input data. Create and format custom reports.

Audience:

- This course is designed for students who wish to establish a foundational understanding of Microsoft Office Access 2016, including the skills necessary to create a new database, construct data tables, design forms and reports, and create queries

Prerequisites:

- Basic knowledge about Miscrosoft Access

Course Outline:

- Introduction
- Showing File Name Extensions
- Opening Query.mdb
- Updating File Formats and Showing Document Tabs
- Hiding Table Fields
- Unhiding Table Fields
- Creating and Running Queries
- Sorting the Query
- More Ways to Select Views
- Filtering Using OR

- Filtering Using AND
- Combining AND with OR
- Filtering Using NOT and NULL
- Multi-Table Queries
- Wild Card Symbols
- Calculations
- Concatenating Words
- Parameter Queries