

Document Generated: 12/08/2025

Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 4 Hours

Access 2016 Advanced - Part 1



About this course:

This is the first in a series of advanced Access 2016 courses, aimed at increasing your proficiency in managing databases within Microsoft's popular business program. Learn to create and design a database, explore tables and forms, query data, create advanced reports, and use Macros to develop automation.

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 Objective:

In this course, you will learn to create and manage a fundamental Access 2016 database.

You will:

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

Audience:

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

Prerequisite:

To ensure your success in your course you should have experience working with Microsoft Access 2016, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships.

Suggested prerequisite course:

[Access 2016 Beginner - Part 1](#)

Course Outline:

- Introduction

- [Turning Your Database Folder into a Trusted Location](#)
- [Filtering by Form](#)
- [Columnar Form Views - Part 1](#)
- [Columnar Form Views - Part 2](#)
- [Tabular Forms](#)
- [Split Forms](#)
- [Justified Forms - Part 1](#)
- [Justified Forms - Part 2](#)
- [Form Sections](#)
- [Adding Graphic Elements](#)
- [Hand-Built Forms](#)
- [Creating Forms from the Query](#)
- [Building Forms from the Query](#)
- [Tracing Dependencies from Form to Query to Table](#)
- [Multi-Page Tabbed Forms](#)
- [Parent and Child Forms - Method 1](#)
- [Parent and Child Forms - Method 2](#)
- [Parent and Child Forms - Method 3](#)
- [Form Wizard's Datasheet Layout](#)
- [Wrapping Up](#)