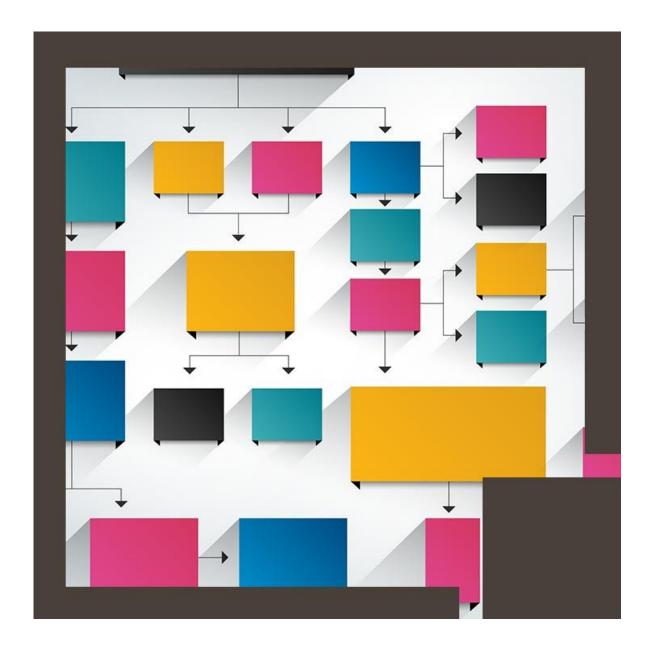


Document Generated: 06/16/2025 Learning Style: On Demand Technology: Microsoft Difficulty: Advanced Course Duration: 2 Hours

# Access 2016 Advanced II - Part 2



# About this course:

This is the second 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.

#### Audience:

• Learners who have attended our Microsoft Acess 2016 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Access 2016

#### **Prerequisites:**

• There are no prerequisites for this course

# **Course Outline:**

- Introduction
- Compacting and Repairing Databases
- Hyperlinks in Tables
- Hyperlinks from Pictures in Forms
- Switchboard Using Command Buttons
- Read-Only Form Buttons
- Switchboard Manager Method
- Navigation Forms as Switchboards
- Record Locking
- Startup Options
- Special Keys
- Wrapping Up

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