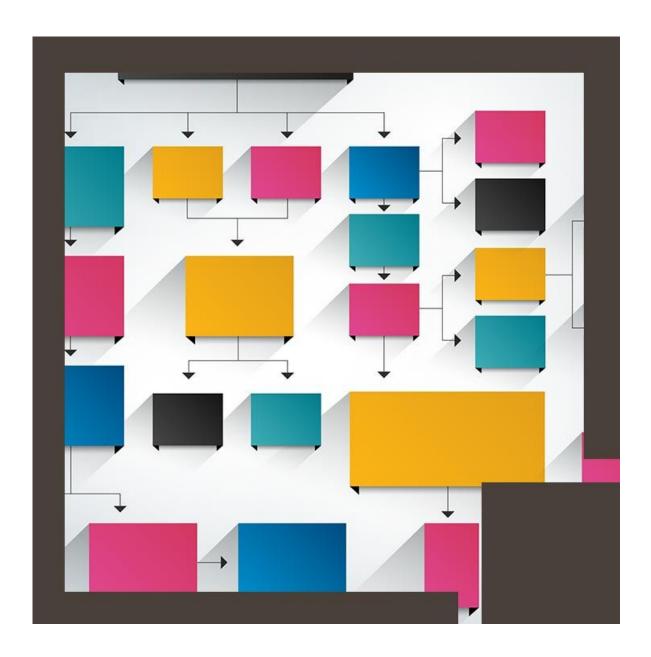**Document Generated: 12/15/2025**

Learning Style: On Demand

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 3 Hours

Access 2016 Intermediate - Part 1

About this course:

Businesses students and professionals who wish to enroll in a comprehensive training course shall look no further. This course will set your foundation for the creation and management of the database, and will also teach a student features beyond basic databases such as complex queries, data tables, and formula implementation.

Microsoft Access is software that enables you to create, design, and manage a database from scratch to help your enterprise operations.

Course Objectives:

With this course, candidates will be able to use Microsoft Access proficiently:

- You will learn how to navigate within the Microsoft Access interface, and create, manage, and customize a database and its configuration
- Organize, manage, and edit data stored in Access tables using queries such as join, sort, and filter
- And use forms for better access to data
- Create custom reports

Audience:

This course targets individual who is seeking to form a strong foundation with Microsoft Office Access 2016 with all the essential skills including database and data table creation, designing of reports and forms, and writing queries.

Prerequisites:

Pre-requisite for this course is:

- Fundamental understanding of Microsoft 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