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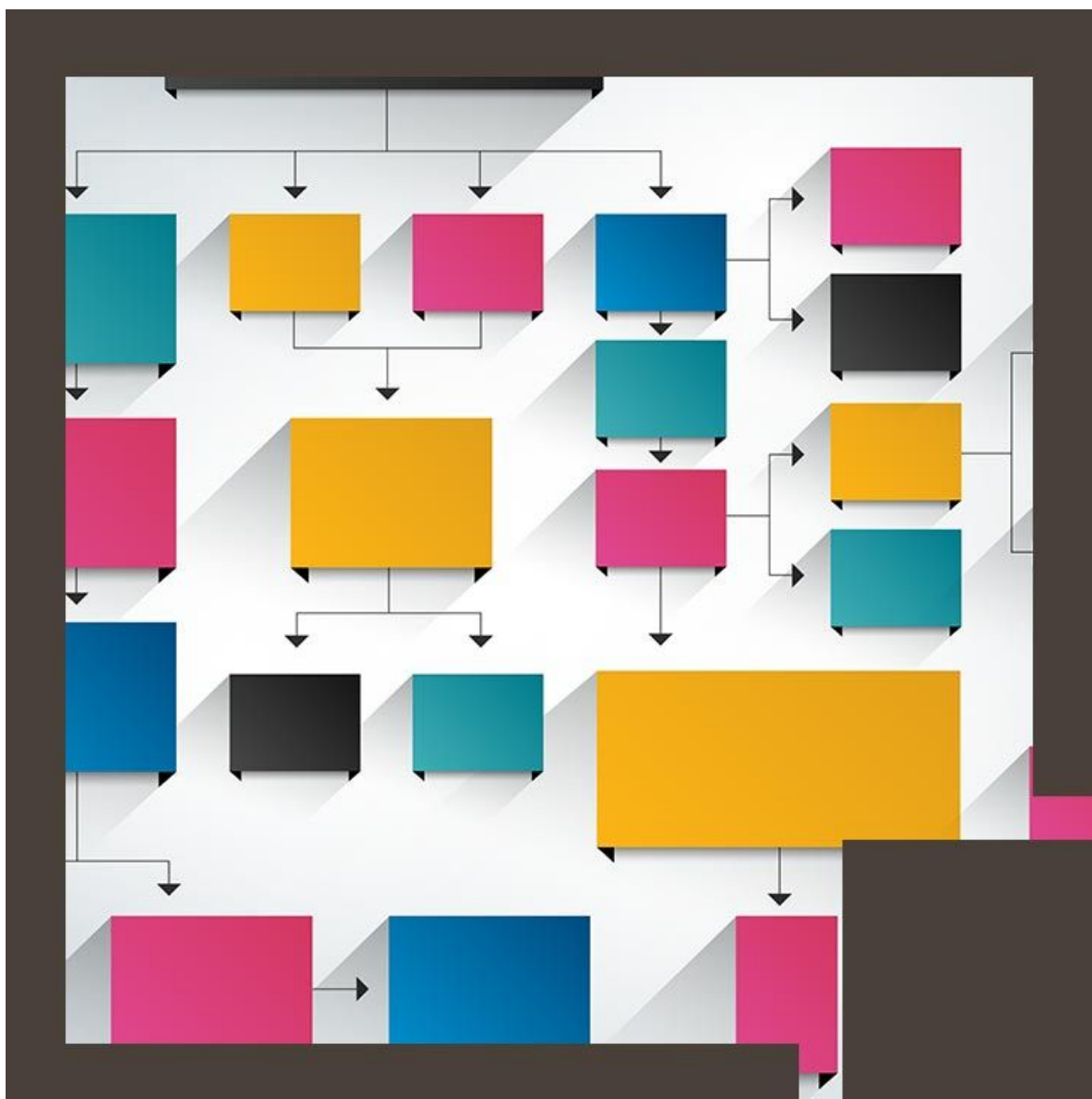
Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 4 Hours

Access 2016 Advanced - Part 1

About this Course:

This course is a part of series of courses on Advanced operations of Microsoft Access 2016 which aspires to impart advanced level Microsoft Access skills . Individuals can expect to better hone their skills of managing databases in Microsoft Access which serves as one of the most famous business program by Microsoft. This course has a particular focus on how to design and build databases. Later, this course will delve deeper into exploring tables and forms, querying data, creating advanced reports and using Macros to develop automation.

Microsoft Access is a management program designed to create databases and manage them. Users can create integrated and detailed data bases to stream line the running of organizations. From small to medium sized businesses , many businesses rely on Access to efficiently and effectively manage their organization.

Course Objectives:

By the end of this course, the students should be have learnt the following skills and be able to;

- Acquire the skills needed to build and manage a fundamental Access 2016 database
- Learn how to customize a form layout in order to make data entry more efficient and usable.
- Learn how to quickly share data across various applications.
- Learn to work with macros to create a better user interface design.
- Learn how to use VBA to enhance tasks.
- Learn how to better organize data into suitable tables to ensure data dependency and minimize redundancy.
- Ensure sharing with multiple users by learning how to lock down and preparing databases for this purpose .
- Design and modify a database switchboard and set the startup options.

Audience:

This course is targeted towards the following audience;

- Those who are database administrators or aspire to become database administrators.
- Those who have some working experience with Microsoft Access 2016 but need to polish their advanced skills .

Prerequisites:

These are the prerequisites which are an absolute requirement for attending this course.

- Some experience working with Microsoft Access 2016.
- A fundamental knowledge of database design and creation, form design and

https://www.quickstart.com/access-2016-advanced-part-1.html

creation and designing and generating
- A strong basic knowledge of database querying and the various table relationships is needed to successfully master this course.

Suggested prerequisite course:

The following courses are suggested to be taken prior to attending this 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