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Learning Style: On Demand

Provider: Microsoft

Difficulty: Advanced

Course Duration: 3 Hours

## Access 2016 Advanced - Part 2



## 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.

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

## Course Outline:

- [Introduction](#)
- [Viewing Reports - Part 1](#)
- [Viewing Reports - Part 2](#)
- [Views Available for Reports](#)
- [Modifying Your First Report](#)
- [The Form Wizard](#)
- [Sorting in Your Report](#)
- [Grouping in Your Report - Part 1](#)
- [Grouping in Your Report - Part 2](#)
- [Creating Summary Reports via the Wizard](#)
- [Modifying Summary Reports](#)
- [Special Case of CAN GROW](#)

- Adding a ROLODEX Effect
- Mailing Labels

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