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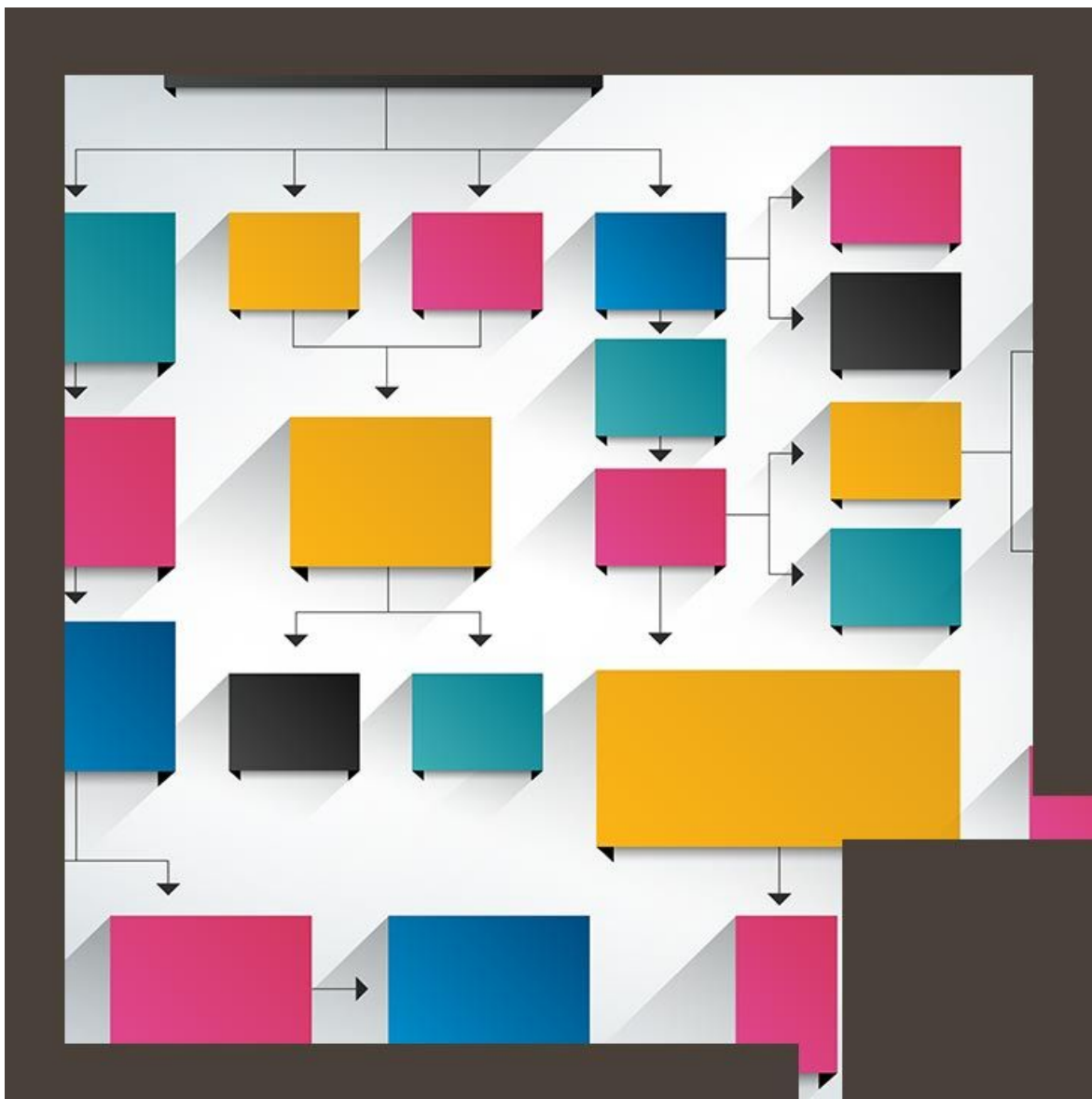
Learning Style: On Demand

Technology: Microsoft

Difficulty: Advanced

Course Duration: 3 Hours

## Access 2016 Advanced - Part 2



## About this Course:

This course is part of a comprehensive series on advanced operations in Microsoft Access 2016, aimed at equipping learners with high-level database management skills. Participants will enhance their proficiency in using Microsoft Access—one of Microsoft's most widely used business applications—to effectively manage and structure data.

The course places a strong emphasis on designing and building robust databases. As it progresses, learners will explore advanced topics such as working with tables and forms, querying data, generating detailed reports, and using macros to automate tasks.

Microsoft Access is a powerful database management tool that allows users to create, organize, and manage complex data systems. It enables the development of integrated databases that help streamline organizational processes. From small startups to medium-sized enterprises, many businesses depend on Access for efficient and reliable data management.

## 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