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Learning Style: On Demand

Provider: Microsoft

Difficulty: Advanced

Course Duration: 2 Hours

## Access 2016 Advanced II - 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 individuals who have successfully completed the Microsoft Access 2016 Basic to Intermediate course
- Those individuals who have a strong fundamental working knowledge of Microsoft Access 2016.
- Those who have an experience working with Microsoft Access 2016.

## Prerequisites:

There are no prerequisites which are an absolute requirement for attending this course.

## Suggested prerequisite course:

The following courses are suggested to be taken prior to attending 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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