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**MICROSOFT**

# Microsoft Access 2016 Intermediate Training

## Course Overview

This 1-day, instructor-led builds on the knowledge of Microsoft Access 2016 in the workplace. This course will teach you:

- Relational Database Concepts
- To perform calculations
- To work with advanced form functions and report functions
- Design and create tables
- Microsoft Access 2016 Introduction training is recommended

## Course Outline

### Advanced Queries

- Grouping and summarizing
- Updating, deleting, and relationships
- Indexing for performance

### Advanced Forms

- Subforms
- Advanced control types
- Specialized form types

### Advanced Reports

- Subreports
- Advanced grouping
- Advanced formatting



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## Macros

- Creating basic macros
- Using variables
- Troubleshooting macros

## Database Management

- Compact & Repair
- Restoring a database
- Other maintenance tasks

**Starting at \$299**

**ATTENTION**

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**Price Match Guarantee**

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Included in this **Microsoft Access 2016 Intermediate Training**



- 1 days instructor-led training
- Microsoft Access 2016 Intermediate Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class\*
- Tea, coffee and soda available throughout the day\*
- Freshly baked cookies every afternoon\*