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MICROSOFT

Microsoft Access 2016 Introduction Training

Course Overview

This 1-day, instructor-led course is designed to teach you a working knowledge of Microsoft Access 2016 in the workplace. This course will teach you:

- Database Concepts
- Access Basics
- To create databases
- To work with fields and records
- Create and use forms
- Create and use reports

Course Outline

Database fundamentals

- Understanding general database terms
- Relational databases
- Access interface and objects

Tables

- Creating tables
- Creating fields
- Data Validation
- Relationships and keys

Queries

- Creating basic queries



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- Modifying queries
- Using calculated fields

Forms

- Creating simple forms
- Form design
- Form controls

Reports

- Creating Reports
- Report controls
- Formatting reports

Starting at \$299

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

- 1 days instructor-led training
- Microsoft Access 2016 Introduction 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*