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MICROSOFT

Microsoft Access 2016 Introduction Training

Due to Covid-19 safety restrictions PhoenixTS will temporarily be unable to provide food to our students who attend class at our Training Center; however, our Break Areas are **currently open** where students will find a constant supply of Coffee, Tea and Water. Students may bring their own lunch and snacks to eat in our breakrooms or at their seat in the classroom or eat out at one of the many nearby restaurants.

Course Overview

This 1-day, instructor-led courses 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

Currently, there are no public classes scheduled. Please contact a Phoenix TS Training Consultant to discuss hosting a private class at 240-667-7757.

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
- Modifying queries
- Using calculated fields

Forms

- Creating simple forms
- Form design
- Form controls

Reports

- Creating Reports
- Report controls
- Formatting reports

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Starting at **\$299**

ATTENTION

For GSA pricing or Contractor quotes call
[240.667.7757](tel:240.667.7757)

GSA



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

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*