301-258-8200 | Sales@PhoenixTS.com | www.PhoenixTS.com

View Full Course Details including Latest Schedule Online

MICROSOFT

Microsoft Access 2016 Introduction Training

BONUS! Cyber Phoenix Subscription Included: All Phoenix TS students receive complimentary ninety (90) day access to the Cyber Phoenix learning platform, which hosts hundreds of expert asynchronous training courses in Cybersecurity, IT, Soft Skills, and Management and more!

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 301-258-8200.

Program Level

Basic

Training Delivery Methods

Group Live

Duration

1 Days / 8 hours Training

CPE credits

6 NASBA CPE Credits

Field of Study

Information Technology

Advanced Prep

N/A

Course Registration

Candidates can choose to register for the course by via any of the below methods:

- Email: Sales@phoenixts.com
- Phone: 301-582-8200
- Website: www.phoenixts.com

Upon registration completion candidates are sent an automated course registration email that includes attachments with specific information on the class and location as well as pre-course study and test preparation material approved by the course vendor. The text of the email contains a registration confirmation as well as the location, date, time and contact person of the class.

Online enrolment closes three days before course start date.

On the first day of class, candidates are provided with instructions to register with the exam provider before the exam date.

Complaint Resolution Policy

To view our complete Complaint Resolution Policy policy please click here: Complaint Resolution Policy

Refunds and Cancellations

To view our complete Refund and Cancellation policy please click here: Refund and Cancellation Policy

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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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Phoenix TS is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints re-garding registered sponsors may be submitted to the National Registry of CPE Sponsors through its web site: www.nasbaregistry.org

Starting at **$299**

ATTENTION

For GSA pricing or Contractor quotes call 301-258-8200 – Option 2.

GSA

Price Match Guarantee

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

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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*

10420 Little Patuxent Parkway Suite 500 Columbia, MD 21044