

## Microsoft - Microsoft Access 2016 - Level 2 & 3 / Advanced

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**Code:** 6653  
**Length:** 2 days  
**URL:** [View Online](#)

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This course builds upon basic Microsoft Access skills acquired in Level 1 to help students become power users. In this Microsoft Access course, students will delve deeper into the program by studying topics such as how to manage data and data entry, create forms and dialog boxes, split databases, and much more.

### Suggested Audience

### Skills Gained

In this course, you will learn to create and manage an Access 2016 database. You will:

- Create Subforms
- Customize a form layout to improve usability and efficiency of data entry
- Organize data into appropriate tables to ensure data dependency and minimize redundancy
- Lock down and prepare a database for distribution to multiple users
- Create and modify a database switchboard and set the startup options

### Who Can Benefit

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

### Prerequisites

The prerequisites for this course is our Access Level 1 course or an equivalent working knowledge of Access or other database applications.

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## Schedule (as of 4 )

Date	Location	
Nov 6, 2019 – Nov 7, 2019	Virtual	<a href="#">Enroll</a>
Nov 6, 2019 – Nov 7, 2019	Virtual	<a href="#">Enroll</a>
Dec 4, 2019 – Dec 5, 2019	Virtual	<a href="#">Enroll</a>

Dec 11, 2019 – Dec 12, 2019	Mississauga	<a href="#">Enroll</a>
Dec 11, 2019 – Dec 12, 2019	Virtual	<a href="#">Enroll</a>
Dec 18, 2019 – Dec 19, 2019	Victoria	<a href="#">Enroll</a>
Jan 2, 2020 – Jan 3, 2020	Ottawa	<a href="#">Enroll</a>
Jan 2, 2020 – Jan 3, 2020	Vancouver	<a href="#">Enroll</a>
Jan 9, 2020 – Jan 10, 2020	Calgary	<a href="#">Enroll</a>
Jan 9, 2020 – Jan 10, 2020	Edmonton	<a href="#">Enroll</a>
Jan 15, 2020 – Jan 16, 2020	Toronto	<a href="#">Enroll</a>
Jan 22, 2020 – Jan 23, 2020	Montreal	<a href="#">Enroll</a>
Jan 22, 2020 – Jan 23, 2020	Virtual	<a href="#">Enroll</a>
Jan 29, 2020 – Jan 30, 2020	Virtual	<a href="#">Enroll</a>
Feb 5, 2020 – Feb 6, 2020	Halifax	<a href="#">Enroll</a>
Feb 5, 2020 – Feb 6, 2020	Montreal	<a href="#">Enroll</a>
Feb 5, 2020 – Feb 6, 2020	Virtual	<a href="#">Enroll</a>
Feb 12, 2020 – Feb 13, 2020	Toronto	<a href="#">Enroll</a>
Feb 26, 2020 – Feb 27, 2020	Ottawa	<a href="#">Enroll</a>
Mar 4, 2020 – Mar 5, 2020	Virtual	<a href="#">Enroll</a>
Mar 11, 2020 – Mar 12, 2020	Toronto	<a href="#">Enroll</a>
Mar 11, 2020 – Mar 12, 2020	Mississauga	<a href="#">Enroll</a>
Mar 11, 2020 – Mar 12, 2020	Virtual	<a href="#">Enroll</a>
Mar 18, 2020 – Mar 19, 2020	Victoria	<a href="#">Enroll</a>
Apr 8, 2020 – Apr 9, 2020	Toronto	<a href="#">Enroll</a>
May 6, 2020 – May 7, 2020	Toronto	<a href="#">Enroll</a>

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