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

Code:	6653
Length:	2 days
URL:	View Online

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.