

Microsoft - Microsoft Access 2016 - Level 1 / Intro

Code:	6654
Length:	2 days
URL:	View Online

Microsoft Office Access 2016 can help you and your organization collect and manage large amounts of data. You can use it as a personal data management tool, or you can use it to develop applications for a department or an entire organization. In this course, you will use Access 2016 to manage your data by creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

Suggested Audience

Skills Gained

In this course, you will learn how to use Access 2016 to manage your data by creating a new database; constructing tables; designing forms and reports; and creating queries to join, filter, and sort data.

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

To ensure your success in this course, you should have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

Schedule (as of 4)

Date	Location	
Nov 4, 2019 – Nov 5, 2019	Virtual	Enroll
Nov 4, 2019 – Nov 5, 2019	Toronto	Enroll
Nov 4, 2019 – Nov 5, 2019	Halifax	Enroll
Nov 4, 2019 – Nov 5, 2019	Virtual	Enroll
Dec 2, 2019 – Dec 3, 2019	Virtual	Enroll
Dec 9, 2019 – Dec 10, 2019	Mississauga	Enroll
Dec 9, 2019 – Dec 10, 2019	Virtual	Enroll
Dec 16, 2019 – Dec 17, 2019	Victoria	Enroll

Dec 30, 2019 – Dec 31, 2019	Ottawa	Enroll
Dec 30, 2019 – Dec 31, 2019	Vancouver	Enroll
Jan 7, 2020 – Jan 8, 2020	Calgary	Enroll
Jan 7, 2020 – Jan 8, 2020	Edmonton	Enroll
Jan 13, 2020 – Jan 14, 2020	Toronto	Enroll
Jan 20, 2020 – Jan 21, 2020	Montreal	Enroll
Jan 20, 2020 – Jan 21, 2020	Virtual	Enroll
Jan 27, 2020 – Jan 28, 2020	Virtual	Enroll
Feb 3, 2020 – Feb 4, 2020	Halifax	Enroll
Feb 3, 2020 – Feb 4, 2020	Montreal	Enroll
Feb 3, 2020 – Feb 4, 2020	Virtual	Enroll
Feb 10, 2020 – Feb 11, 2020	Toronto	Enroll
Feb 24, 2020 – Feb 25, 2020	Ottawa	Enroll
Mar 2, 2020 – Mar 3, 2020	Virtual	Enroll
Mar 9, 2020 – Mar 10, 2020	Toronto	Enroll
Mar 9, 2020 – Mar 10, 2020	Mississauga	Enroll
Mar 9, 2020 – Mar 10, 2020	Virtual	Enroll
Mar 16, 2020 – Mar 17, 2020	Victoria	Enroll
Apr 6, 2020 – Apr 7, 2020	Toronto	Enroll
May 4, 2020 – May 5, 2020	Toronto	Enroll
