

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.
