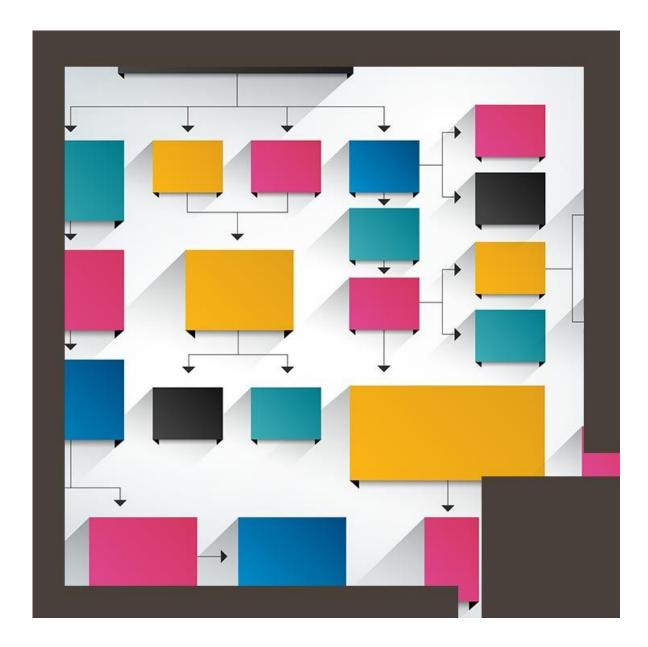


Document Generated: 07/30/2025 Learning Style: On Demand Technology: Microsoft Difficulty: Advanced Course Duration: 4 Hours

Access 2016 Advanced - Part 1



About this course:

This is the first in a series of advanced Access 2016 courses, aimed at increasing your proficiency in managing databases within Microsoft's popular business program. Learn to create and design a database, explore tables and forms, query data, create advanced reports, and use Macros to develop automation.

Access is a database creation and management program. It helps you design and build a robust database to help your organization run smoothly. Many small to medium-sized businesses use Access for this exact purpose.

Course Objective:

In this course, you will learn to create and manage a fundamental Access 2016 database.

You will:

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- 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.

Audience:

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

Prerequisite:

To ensure your success in your course you should have experience working with Microsoft Access 2016, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships.

Suggested prerequisite course:

Access 2016 Beginner - Part 1

Course Outline:

• Introduction

- Turning Your Database Folder into a Trusted Location
- Filtering by Form
- Columnar Form Views Part 1
- Columnar Form Views Part 2
- Tabular Forms
- Split Forms
- Justified Forms Part 1
- Justified Forms Part 2
- Form Sections
- Adding Graphic Elements
- Hand-Built Forms
- Creating Forms from the Query
- Building Forms from the Query
- Tracing Dependencies from Form to Query to Table
- Multi-Page Tabbed Forms
- Parent and Child Forms Method 1
- Parent and Child Forms Method 2
- Parent and Child Forms Method 3
- Form Wizard's Datasheet Layout
- Wrapping Up

Credly Badge:

Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your Linkedin profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

Find Out More or See List Of Badges