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Learning Style: On Demand

Provider: Microsoft

Difficulty: Advanced

Course Duration: 3 Hours

Access 2016 Advanced - Part 2



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.

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.

Course Outline:

- [Introduction](#)
- [Viewing Reports - Part 1](#)
- [Viewing Reports - Part 2](#)
- [Views Available for Reports](#)
- [Modifying Your First Report](#)
- [The Form Wizard](#)
- [Sorting in Your Report](#)
- [Grouping in Your Report - Part 1](#)
- [Grouping in Your Report - Part 2](#)
- [Creating Summary Reports via the Wizard](#)
- [Modifying Summary Reports](#)
- [Special Case of CAN GROW](#)
- [Adding a ROLODEX Effect](#)
- [Mailing Labels](#)

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