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Learning Style: On Demand

Provider: Microsoft

Difficulty: Advanced

Course Duration: 2 Hours

Access 2016 Advanced II - Part 2



About this course:

This is the second 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:

- Learners who have attended our Microsoft Access 2016 Basic to Intermediate course or for users with good working knowledge and experience in using Microsoft Access 2016

Prerequisites:

- There are no prerequisites for this course

Course Outline:

- [Introduction](#)
- [Compacting and Repairing Databases](#)
- [Hyperlinks in Tables](#)
- [Hyperlinks from Pictures in Forms](#)
- [Switchboard Using Command Buttons](#)
- [Read-Only Form Buttons](#)
- [Switchboard Manager Method](#)
- [Navigation Forms as Switchboards](#)
- [Record Locking](#)
- [Startup Options](#)
- [Special Keys](#)
- [Wrapping Up](#)

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