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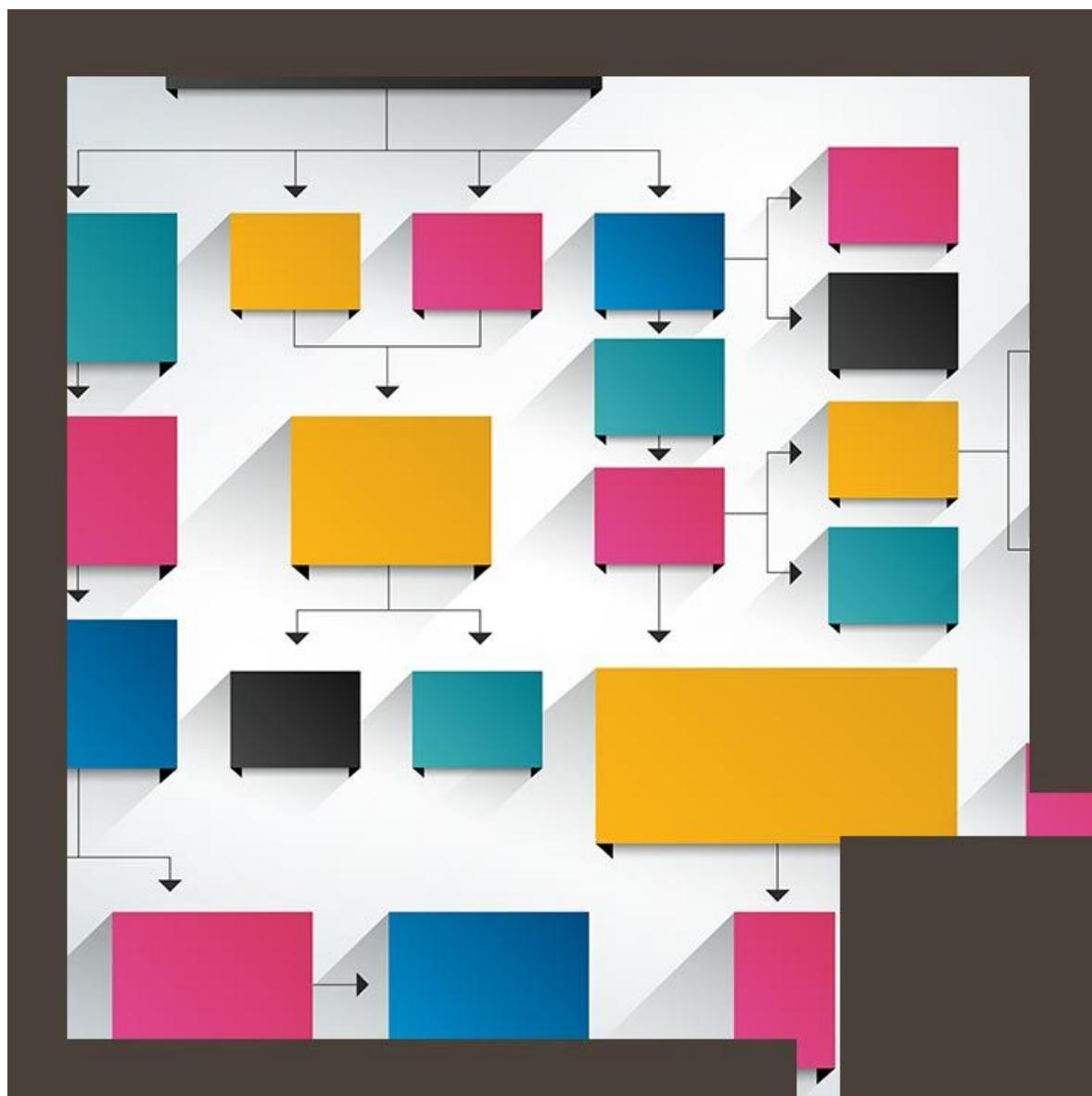
Learning Style: On Demand

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 3 Hours

## Access 2016 Intermediate - Part 2



## **About this course:**

Businesses students and professionals who wish to enroll in a comprehensive training course shall look no further. This course will set your foundation for the creation and management of the database, and will also teach a student features beyond basic databases such as complex queries, data tables, and formula implementation.

Microsoft Access is software that enables you to create, design, and manage a database from scratch to help your enterprise operations.

## **Course Objectives:**

With this course, candidates will be able to use Microsoft Access proficiently:

- You will learn how to navigate within the Microsoft Access interface, and create, manage, and customize a database and its configuration
- Organize, manage, and edit data stored in Access tables using queries such as join, sort, and filter
- And use forms for better access to data
- Create custom reports

## **Audience:**

This course targets individual who is seeking to form a strong foundation with Microsoft Office Access 2016 with all the essential skills including database and data table creation, designing of reports and forms, and writing queries.

## **Prerequisites:**

Pre-requisite for this course is:

- Microsoft Access 2016 part I

## **Course Outline:**

- Introduction
- Multiplying and Aggregating
- Subtotals via a Totals-Query
- Crosstab-Query
- Make-Table Query
- Delete-Query
- Update-Query
- Append-Query
- Exporting to PDF
- Exporting to Word-RTF
- Exporting to Excel
- Importing from Excel
- Linking to Excel

- Linking from Access to Access
- Lookup List in a Query

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