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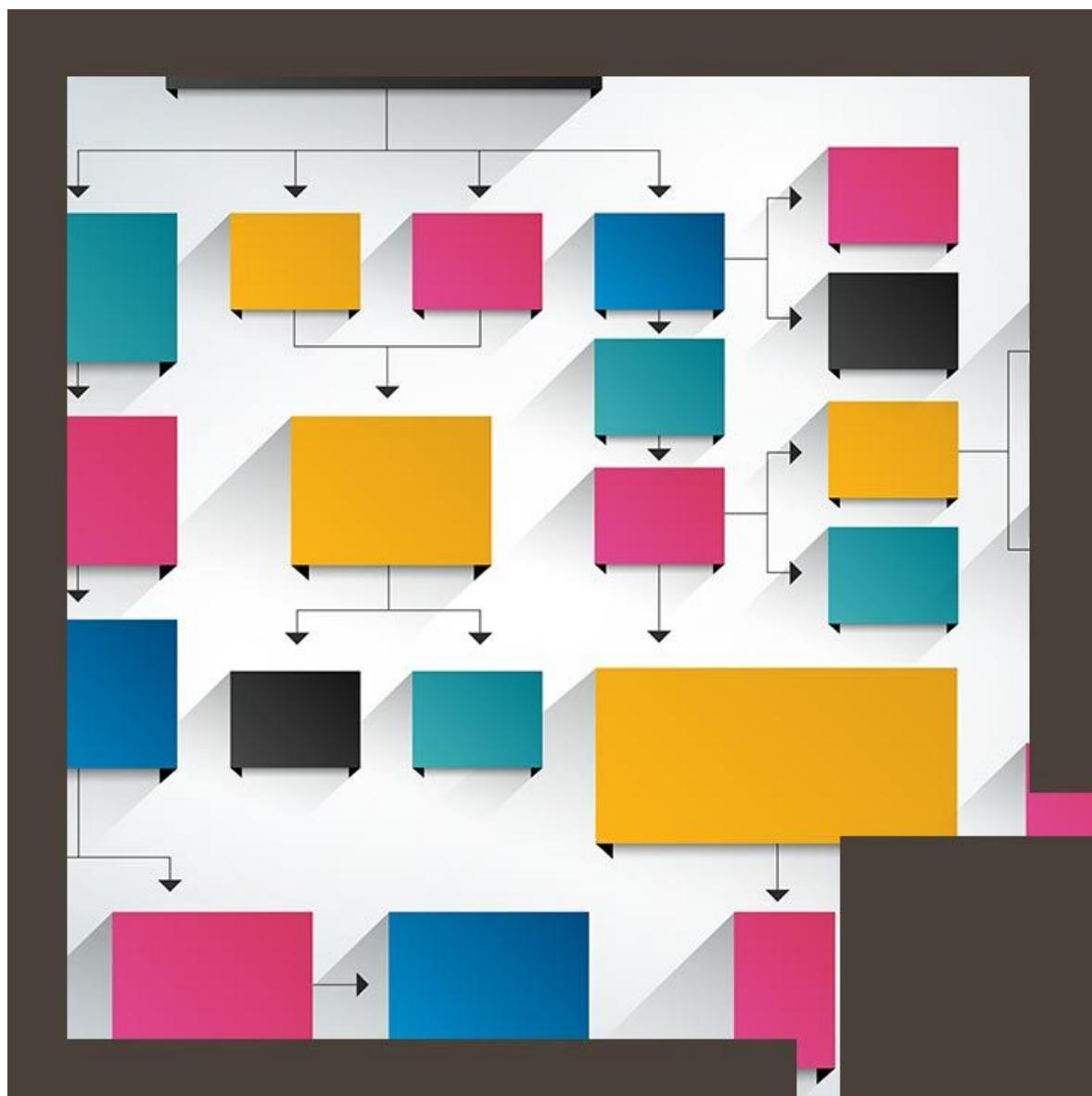
Learning Style: On Demand

Technology: Microsoft

Difficulty: Beginner

Course Duration: 2 Hours

Access 2016 Beginner - Part 2

About this Course:

This course forms the second part of the course series on introduction to Microsoft Access 2016- beginner level. This course has a particular focus on how to design and build databases. Later, this course will delve deeper into the fundamentals of formatting, queries, functions, formulas and data analysis with the database program of Microsoft.

Microsoft Access is a management program designed to create databases and manage them. Users can create integrated and detailed data bases to stream line the running of organizations. From small to medium sized businesses , many businesses rely on Access to efficiently and effectively manage their organization.

Audience:

This course is targeted towards the following audience;

- Those participants who wish to build a basic working understanding of the fundamentals of Microsoft Access 2016.
- Those participants who aspire to acquire skills required to build a new database, construct data tables, design forms and reports and generate queries.

Prerequisites:

These are the prerequisites which are an absolute requirement for attending this course.

- A working knowledge and skills needed to use the current version of Windows easily.
- An ability to start programs, switch between programs , locate saved files, close programs and use a browser to access websites.
- The above mentioned skills can be acquired by attending any one of the following Logical Operations courses. Any other course similar to the aforementioned courses which specialize in general skills needed to operate Microsoft Windows.

Course Outline:

- Introduction
- Looking at the First Draft of a Database
- Creating Relationships with Lookup Lists
- The Relationships Window
- Relating by Dragging Field Names
- Dragging to Create 1-to-1 Relationships
- Changing Dragged Relationships to Lookup Relationships
- Limit-To-List Properties
- Enforced Referential Integrity
- Seeing the Referential Integrity Being Enforced

- Cascade Edits and Deletions
- More Field Properties

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