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MICROSOFT

Microsoft Access 2016 Intermediate Training

Course Overview

This 1-day, instructor-led builds on the knowledge of Microsoft Access 2016 in the workplace. This course will teach you:

- Relational Database Concepts
- To perform calculations
- To work with advanced form functions and report functions
- Design and create tables
- Microsoft Access 2016 Introduction training is recommended

Course Outline

Advanced Queries

- Grouping and summarizing
- Updating, deleting, and relationships
- Indexing for performance

Advanced Forms

- Subforms
- Advanced control types
- Specialized form types

Advanced Reports

- Subreports
- Advanced grouping
- Advanced formatting

Macros

- Creating basic macros
- Using variables
- Troubleshooting macros

Database Management

- Compact & Repair
- Restoring a database
- Other maintenance tasks

Starting at **\$299**

ATTENTION

For GSA pricing or Contractor quotes call
[240.667.7757](tel:240.667.7757)



Price Match Guarantee

We'll match any competitor's price quote. Call us at 240-667-7757.

Included in this **Microsoft Access 2016 Intermediate Training**

- 1 days instructor-led training

- Microsoft Access 2016 Intermediate Training training book
- Notepad, pen and highlighter
- Variety of bagels, fruits, doughnuts and cereal available at the start of class*
- Tea, coffee and soda available throughout the day*
- Freshly baked cookies every afternoon*