PuterCom
Corporate onsite Training

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Microsoft Access 2016 Level 2

Brief description & Course outline

The aim of this course is to build on the introductory skills of Level 1. The student learns how to ensure that data is entered correctly, how to create more sophisticated and complex queries, and is introduced to some basic automation techniques involving macros.

At the completion of this course you should be able to:

o use various data validation features in **Access** to protect data
o format the data in a table
o perform more advanced queries using a variety of querying techniques
o create and use parameter queries
o create calculated queries
o modify and adapt an existing form according to specific needs
o create a navigation form for a database in **Access 2016**
o create forms using a combination of wizards and manual techniques
o create and use macros in **Access**
o work with a number of macro techniques
o create and work with macros in forms
o create and manage custom categories and groups in the **Navigation Pane**

Microsoft Access 2016 - Level 2 assumes some knowledge of the software to create basic databases and generate reports. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Topic Sheets - 120 topics

Methodology - The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

Formats Available - A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

Companion Products - There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at *www.watsoniapublishing.com.*

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o   Referencing Macro Sheet Macros

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