

Microsoft Access 2016 Level 3

Brief description & Course outline

The skills and knowledge acquired in **Microsoft Access 2016 - Level 3** are sufficient to design and create a multi-table database and automate operations using macros and have a general understanding of the programming environment in Microsoft Access 2016.

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

- o design a relational database project
- o create a relational database file with multiple tables
- o set table relationships and join tables together
- o export records to and import records from a wide variety of sources and applications
- o create queries based on one or more tables
- o create and work with aggregation queries
- o create and use a series of action queries
- o make your **Microsoft Access** data and computer more secure
- o understand and use a variety of tools that ensure the wellness of your database files
- o create some simple programming code using **VBA**

Microsoft Access 2016 - Level 3 assumes a significant knowledge of the software, and it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

Topic Sheets - 103 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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