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Course Name

MS Office Access 2016 (Basic+Advanced)

Sector Name

Information Technology

Document Type

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MS Office Access 2016 (Basic+Advanced)

Course Introduction

Microsoft Office Access helps professionals to organize, collect, and manage a huge amount of data. It is an effective data management tool used to develop applications for a company or any organization. This training course is designed to provide participants with the basic and advanced techniques in navigating MS Office Access 2016.

This course covers topics such as managing data by creating a database, designing forms and reports, creating subforms, and creating queries to join, filter, and sort data. This will allow participants to have a deeper understanding and skills in managing data and data entry, creating forms and dialog boxes, splitting databases, and much more.

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Target Audience

- ✓ Cloud Computing Engineer
- ✓ Computer Network Specialist
- ✓ Computer Support Specialist
- ✓ Database Administrator
- ✓ Information Technology Analyst
- ✓ Information Technology Leadership
- ✓ Information Security Specialist
- ✓ Software/Application Developer
- ✓ Web Developer
- ✓ Technology sales consultant

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Learning Objectives

- ✓ Be familiar with the ways of navigating Access 2016.
- ✓ Manage data by creating a new database, constructing tables, designing forms and reports, and creating queries to join, filter, and sort data.
- ✓ Customize a form layout to improve usability and efficiency of data entry
- ✓ Prepare a database for distribution to multiple users.
- ✓ Make and modify a database switchboard and set the start-up options
- ✓ Organize data into appropriate tables to ensure data dependency and minimize redundancy.

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MS Office Access 2016 (Basic+Advanced)

Course Outline

✓ Day 01

Introduction to MS Office Access 2016 (Basic)

- ✓ Getting Started with Access
- ✓ Working with Table Data
- ✓ Querying a Database
- ✓ Using Forms
- ✓ Generating Reports

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MS Office Access 2016 (Basic+Advanced)

Course Outline

✓ Day 02

Introduction to MS Office Access 2016 (Advanced)

- ✓ Advanced Table Tasks
- ✓ Advanced Form Tasks

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MS Office Access 2016 (Basic+Advanced)

Course Outline

✓ Day 03

Creating Subforms

- ✓ Creating Split Forms
- ✓ Creating Navigation Forms

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MS Office Access 2016 (Basic+Advanced)

Course Outline

✓ Day 04

Introduction to MS Office Access 2016 (Advanced)

- ✓ Creating Advanced Queries
- ✓ Using Subqueries

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Course Outline

✓ Day 05

Creating an Advanced Report

- ✓ Splitting the Database
- ✓ Add-Ons to Access
- ✓ SQL and Microsoft Access

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Jan. 31, 2027	Feb. 4, 2027	5 days	4250.00 $	Bahrain , Manama
June 28, 2027	July 2, 2027	5 days	4250.00 $	UAE , Dubai
Aug. 9, 2027	Aug. 13, 2027	5 days	4950.00 $	England , London
Dec. 7, 2026	Dec. 11, 2026	5 days	4250.00 $	UAE , Dubai

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