Microsoft Access 2016

Structured technical training and certification preparation

A practical, student-friendly outline covering key concepts, tools, and applied workflows.

MODULES
5

LESSONS
30

FORMAT
Self-paced

Module Breakdown

MODULE 1	MODULE 2
Learning Block 1	**Learning Block 2**
Introduction Part2	Tracking Time Part2
Elements Part1	Tracking Time Part3
Elements Part2	Design Work With Forms
Reviewing Data	Access 2016 Intermediate
Queries Part1	Relationships Part1
Queries Part2	Relationships Part2
Tracking Time Part1	Changing Information

MODULE 3	MODULE 4
Learning Block 3	**Learning Block 4**
Loading Tables	Queries Part3
Relating Invoices Part1	Queries Part4
Relating Invoices Part2	Reports Based On Queries
Relating Invoices Part3	Adding Additional Information
Relating Invoices Part4	Update Query Part1
Time Entry Form	Update Query Part2
Access 2016 Advanced	Creating A Report From Scratch Part1

MODULE 5
Learning Block 5
Creating A Report From Scratch Part2
Creating A Report From Scratch Part3