Course:

Microsoft Access 2016: Intermediate

Duration: 2 days

Description:

This ILT Series course provides students with additional skills and concepts needed to use Microsoft Access 2016 productively and efficiently. They will learn to normalize data, join tables while observing referential integrity, query multiple tables, format forms and reports, insert background images and charts; and create specialized objects such as lookup fields, subforms and subreports, navigation forms, and calculated fields.

This course will help students prepare for the Microsoft Office Specialist exam for Access 2016 (exam 77-424). For comprehensive certification training, students should complete the Basic, Intermediate, and Advanced courses for Access 2016. We also provide an online test preparation application for this course. Click the Test Prep/Assessment link on Axzo's home page to find a list of the applications.

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Unit 3: Complex queries
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Unit 4: Advanced form design
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