



Microsoft Access 2016

Level 3



INFocus COURSEWARE

Product Code: INF1632

ISBN: 978-1-925349-99-3

❖ General Description

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.

❖ Learning Outcomes

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

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

❖ Prerequisites

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.

This information sheet was produced on Wednesday, October 26, 2016 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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