# Operate Database Applications

## Microsoft Access 2016

**INFOCUS COURSEWARE**

❖ **General Description**

The skills and knowledge acquired in Operate Database Applications - Microsoft Access 2016 are sufficient to be able to operate database applications and create and develop simple relational databases using pre-existing data. It applies to individuals who provide administrative support working under direct supervision or with limited responsibility within a wide range of industry occupations.

❖ **Learning Outcomes**

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

- understand how *Access* is used and how to navigate around it
- design a simple database
- create a simple database
- modify the structure of an existing table
- add records to a new table
- add transactional records to a lookup database
- work with the records in a database table
- format the data in a table
- sort and filter records in a table
- create simple and effective queries
- create meaningful reports from tables
- create and use forms
- modify and adapt an existing form according to specific needs

❖ **Prerequisites**

Operate Database Applications - Microsoft Access 2016 assumes some knowledge of Microsoft Access 2016, as well as a general understanding of personal computers and the Windows operating system environment.

❖ **Topic Sheets**

123 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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## Product Information

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