



# Microsoft Access 2016

Level 3



INFOCUS COURSEWARE

Product Code: INF1632

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## ❖ 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](http://www.watsoniapublishing.com).

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47 Greenaway Street  
Bulleen VIC 3105  
Australia  
ABN 64 060 335 748

Phone: (+61) 3 9851 4000  
Fax: (+61) 3 9851 4001  
[info@watsoniapublishing.com](mailto:info@watsoniapublishing.com)  
[www.watsoniapublishing.com](http://www.watsoniapublishing.com)

Product Information



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