



Information Technology

MS Office Access 2016 (Basic+Advanced)

Course Introduction

Microsoft Office Access helps professionals to organize, collect and manage huge amount of data. It is an effective data management tool used to develop applications for company or any organization. This training course is designed to provide participants with the basic and advanced techniques in navigating MS Office Access 2016.

This course covers topics such as managing data by creating database, designing forms and reports, creating subforms, and creating queries to join, filter, and sort data. This will allow participants to have a deeper understanding and skills of managing data and data entry, creating forms and dialog boxes, split databases, and much more.

Target Audience

- Cloud Computing Engineer
- Computer Network Specialist
- Computer Support Specialist
- Database Administrator
- Information Technology Analyst
- Information Technology Leadership
- Information Security Specialist
- Software/Application Developer
- Web Developer
- Technology sales consultant

Learning Objectives

- Be familiar with the ways of navigating Access 2016.

- Manage data by creating a new database, constructing tables, designing forms and reports and creating queries to join, filter, and sort data.
- Customize a form layout to improve usability and efficiency of data entry
- Prepare a database for distribution to multiple users.
- Make and modify a database switchboard and set the start-up options
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.

Course Outline

• Day 01

Introduction to MS Office Access 2016 (Basic)

- Getting Started with Access
- Working with Table Data
- Querying a Database
- Using Forms
- Generating Reports

• Day 02

Introduction to MS Office Access 2016 (Advanced)

- Advanced Table Tasks
- Advanced Form Tasks

• Day 03

Creating Subforms

- Creating Split Forms
- Creating Navigation Forms

• Day 04

Introduction to MS Office Access 2016 (Advanced)

- Creating Advanced Queries
- Using Subqueries

• Day 05

Creating Advanced Report

- Splitting the Database
- Add-Ons to Access
- SQL and Microsoft Access

Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
June 16, 2025	June 20, 2025	5 days	4250.00 \$	UAE - Dubai
July 28, 2025	Aug. 1, 2025	5 days	4950.00 \$	England - London
Dec. 1, 2025	Dec. 5, 2025	5 days	4250.00 \$	UAE - Dubai
June 22, 2025	June 26, 2025	5 days	4250.00 \$	Oman - Muscat