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Course Outline :: ACS16::

Module Title : MS Access 2016 Step by Step

Duration : 3 days

## **Course Outline**

**Basic-Level 1** 

**LESSON 1: DATABASE ESSENTIALS** 

**LESSON 2: CREATING DATABASE TABLES** 

**LESSON 3: WORKING WITH TABLES AND DATABASE RECORDS** 

**LESSON 4: MODIFYING TABLES AND FIELDS** 

LESSON 5: CREATING FORMS
LESSON 6: CREATING REPORTS

**Intermediate-Level 2** 

**LESSON 7: CREATING AND MODIFYING QUERIES** 

**LESSON 8: USING CONTROLS IN REPORTS AND FORMS** 

LESSON 9: ADVANCED TABLES
LESSON 10: ADVANCED FORMS
LESSON 11: ADVANCED REPORTS

**Advance- Level 3** 

**LESSON 12: ADVANCED QUERIES** 

LESSON 13: DISPLAYING AND SHARING DATA
LESSON 14: IMPORTING AND EXPORTING DATA

**LESSON 15: DATABASE TOOLS**