

**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**