

# February 23-25-27: MICROSOFT ACCESS 2016 BASIC

## Tuesday, Thursday & Saturday Evening Classes

5:00-7:00 PM Pacific, 6:00-8:00 PM MST, 8:00-10:00 PM Eastern Time

On Line Via Zoom (Link will be sent to registered participants)

**Fee for this Three Evening Information Session is \$10.00**

Participants will acquire basic knowledge on how to effectively use MS ACCESS 2016  
**Course Outline**

### **Database Concepts**

- *Basic and relational database*
- *Tables, Records, Fields Keys and Indexes*

### **First Look at Access 2016**

- *Understand the Ribbon and Contextual Tabs*
- *Using and modifying tabs and view*
- *Create and open an Access database*

### **Access Tables**

- *Create and save a table*
- *Add, delete fields and data and records*
- *Apply rules to relationships*

### **Access Forms and Queries**

- *Create open save delete and close Forms*
- *Create & save a single/multiple table query*
- *Apply filters, edit, run and delete a query*
- *Sorting records*

### **Access Reports**

- *Create and save a report,*
- *Grouping data under a specific field*
- *Define printing feature and options*

**Advanced Registration with Pre-Payment Required. Click on this link to Register**  
<https://iicanada.org/form/microsoft-access-basic>

**For more information and to register E-mail: [epb.crcprairies@iicanada.net](mailto:epb.crcprairies@iicanada.net)**  
**Phone or Text: Zull Punjani 403-689-8584 or EPB office Message # (403) 215-6200 Ext. 7039**  
**\*\*Please visit the digital Al-Akbhar for more information\*\***