

## Access 2016 Advanced

**Length:** 1 Day

**Experience Needed:** Access 2016 Intermediate, or applicable experience

**Summary:** This class builds on a reasonable level of database design experience that may have been gained from the Introduction and/or Intermediate courses.

**Who Should Attend:** People who intend to design databases at an advanced level or improve existing Access databases. Also advanced conversion of databases made in other applications and spreadsheet (flat file) databases.

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## COURSE CONTENT

### 1: MANAGING RELATIONAL DATABASES

- Database Concepts
- Database Design
- Normalization
- Database Integrity
- Types of Relationship
- Creating Table Links
- Referential Integrity

### 2: ADVANCED FORMS CUSTOMIZING

- List and Combo Boxes
- Check Boxes, Option & Toggle Buttons.
- Option Groups
- Command Buttons
- Calculated Fields
- Using Form's Input Values
- Create a Form with Multiple Pages or Tabs
- Tab Order
- Inserting Graphics in Forms or Reports
- AutoFormat

### 3: OPTIMIZING AND ADMINISTERING ACCESS

- Optimizing Performance
- The Performance Analyzer
- The Add in Manager
- Compacting Your Database
- The Database Documenter
- The Database Splitter
- Recovering Damaged Databases
- Importing and Linking Tables