

# Access 2016 Essentials

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Learners will gain a fundamental understanding of this database application's environment and basic database principles. They will be able to demonstrate the correct use of key features and the ability to create and maintain tables, relationships, forms, reports, and queries.

## Workshop Objectives:

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- Create and modify databases
- Manage relationships and keys
- Navigate through a database
- Protect and maintain databases
- Print and export data
- Create and manage tables
- Manage records in tables
- Create and modify fields
- Create a query
- Modify a query
- Create calculated fields and grouping within queries



For more information or to reserve your spot in this workshop, please contact:

<Your Contact Information>