



Access 2016 Essentials



Access 2016 Essentials - Online
Training Course - CPDUK Accredited



Corporate
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The CPD Certification Service



OVERVIEW

Welcome to The Mandatory Training Group's online Access 2016 Essentials training course. All our online training courses, programmes and qualifications are accredited by the CPD Certification Service (CPDUK).

Learners will gain a fundamental understanding of the Microsoft Office Access 2016 Essentials environment and the ability to complete tasks independently. This online Access 2016 Essentials training course will help learners know and demonstrate the correct application and familiarize you with the basic principal features and functions of Microsoft Access 2016 so that you can use it effectively and efficiently in your real-world environment.

Access 2016 Essentials - E-Learning Course - CPDUK Accredited

- Study method – Online, self-paced
- Estimated duration (Indicative CPD hours) – 4 hours
- Course format – Online (24/7 access)
- Entry requirements – no prerequisites required
- Assessment type – Complete end of course assessment (80% needed to pass and gain CPD certificate)
- Certification/Qualification – Downloadable CPD certificate
- Cost(s) of assessment and certification – Assessment and certification costs included in the course price
- Course accreditation – CPD Certification Service (CPDUK)
- Course access – Part-time (1-year access)
- Course delivery – via desktop PC/MAC, laptops, tablets or smartphones.

Who is the course for?

This online Access 2016 Essentials training course is suitable for anyone who wants to improve their knowledge of Access 2016. These skills will enhance the learner's knowledge and employability opportunities.

This online Access 2016 Essentials training course can be purchased as an individual course or as part of our integrated Microsoft Office training programs and certification.

Course aims

The online Access 2016 Essentials training course is designed for both students who are interested in gaining a broad knowledge of the Access 2016 application and for experienced word users who wish to undertake a refresher course.

This online Access 2016 Essentials training course follows the Microsoft Office Specialist (MOS) syllabus, and more, and is the ideal study guide for those wishing to gain the industry-recognised MOS certification.

Learning outcomes

On completion of this online Access 2016 Essentials training course, learners will gain a fundamental understanding of the Microsoft Access 2016 Essentials environment and the ability to complete tasks independently.

This online Access 2016 Essentials training course will help learners know and demonstrate the correct application and familiarize you with the basic principal features and functions of Microsoft Access 2016 so that you can use it effectively and efficiently in your real-world environment.

Course content

This online Access 2016 Essentials training course covers the following modules:

Module One: Create and Manage a Database

- Create and Modify Databases
 - Create a blank desktop database
 - Create a database from a template
 - Create a database by using Import objects or data from other sources
 - Delete database objects
- Manage Relationships and Keys
 - Create and modify relationships
 - Set the primary key
 - Enforce referential integrity
 - Set foreign keys, view relationships
- Navigate through a Database
 - Navigate specific records
 - Create and modify a navigation form
 - Set a form as the startup option
 - Display objects in the Navigation Pane
 - Change views of objects
- Protect and Maintain Databases
 - Compact a database
 - Repair a database, back up a database
 - Split a database
 - Encrypt a database with a password
 - Recover data from backup
- Print and Export Data
 - Print reports
 - Print records
 - Save a database as a template
 - Export objects to alternative formats

Module Two: Build tables

- Create Tables
 - Create a table
 - Import data into tables
 - Create linked tables from external sources
 - Import tables from other databases
 - Create a table from a template with application parts
- Manage Tables
 - Hide fields in tables
 - Add total rows
 - Add table descriptions
 - Rename tables
- Manage Records in Tables
 - Update records
 - Add records
 - Delete records
- Append records from external data
- Find and replace data
- Sort records, filter records
- Create and Modify Fields
 - Add fields to tables
 - Add validation rules to fields
 - Change field captions
 - Change field sizes
 - Change field data types
 - Configure fields to auto-increment
 - Set default values
 - Using input masks
 - Delete fields

Module Three: Create Queries

- Create a Query
 - Run a query
 - Create a crosstab query
 - Create a parameter query
 - Create an action query
 - Create a multi-table query
 - Save a query
- Modify a Query
 - Rename a query
 - Add fields, remove fields
 - Hide fields
 - Sort data within queries
 - Format fields within queries
- Create Calculated Fields and Grouping within Queries
 - Add calculated fields
 - Set filtering criteria
 - Group and summarize data
 - Group data by using comparison operators
 - Group data by using arithmetic and logical operators

Module Four: Create Forms

- Create a Form
 - Create a form
 - Create a form from a template with application parts
 - Save a form
- Configure Form Controls
 - Move form controls
 - Add form controls
 - Modify data sources
 - Remove form controls
 - Set form control properties
 - Manage labels
 - Add sub-forms
- Format a Form
 - Modify tab order
 - Configure Print settings
 - Sort records by form field
 - Apply a theme
 - Control form positioning
 - Insert backgrounds, insert headers and footers, insert images

Module Five: Create Reports

- Create a Report
 - Create a report based on the query or table
 - Create a report in Design view
 - Create a report by using a wizard
- Configure Report Controls
 - Group and sort fields
 - Modify data sources
 - Add report controls
 - Add and modify labels
- Format a Report
 - Format a report into multiple columns
 - Add calculated fields

Control report positioning

- Format report elements
- Change report orientation
- Insert header and footer information
- Insert images
- Apply a theme.

Why is this online Access 2016 Essentials training course essential?

Proficiency in Microsoft Office products is increasingly important in today's competitive business environment and, whether you are currently employed or a job seeker, Microsoft Office Specialist certification proves to employers and prospective employers that you have the necessary skills to become an essential member of their team.

With our online Access 2016 Essentials training course, you will learn how to build databases to store and retrieve your data more efficiently with Access 2016. The tutors will show you how to use the powerful program to wrangle your data and create your first table and highlights smart strategies to edit and modify fields and records.

The online Access 2016 Essentials training course also shows you how to build queries and action queries, create and design forms, use macros, integrate Access with the rest of the Office 2016 suite, and maintain your databases over time.

[Click Here to Buy this Course](#)



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Learn. Develop. Comply

HOW IT WORKS?

Instant Access

- Gain instant access to your course(s) upon purchasing through our website
- Login credentials are sent immediately to the customer to the email address provided during the checkout process
- We also advise all customers to check their spam and junk mail folders in case your mail server has diverted the email there

Online Support 24/7

- Customer service teams interact with clients through email and live chat support.

Refund policy

- To request a refund, you should email our support team with your receipt stating why you would like to be reimbursed.
- You, or your learners, must not complete the training to make a valid refund claim.
- Any courses that have been completed and those with certificates achieved will not be valid for a refund.

Learn Anytime, Anywhere, On Any Device

- Learn at your own pace, at a time and place convenient to your circumstances
- Individual learners can access their course material(s) 24/7 for 365 days from the date of purchase
- In the case of organisations that order multiple licences for future use, the countdown will start when learners are allocated to the training course(s)

Assessment and Certification

- Unlimited attempts to complete end of course assessments
- On successful completion, download, print/save quality-assured CPD certificate

100% Money Back Guarantee

- We want you to be completely satisfied with your training. We offer a 14-day money-back guarantee if you are not 100% satisfied.

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ASSESSMENT AND CERTIFICATION

End of course assessment

At the end of this course, learners are required to complete an online end of course assessment. On successful completion of the assessment (80% pass mark), learners may download a FREE CPD certificate from their profile page.

Certification

On successful completion of this e-learning course and end of course assessment, the learner may download, save and/or print a quality assured CPD certificate (recognised internationally). Our CPD certificate can be used to provide evidence for compliance and audit or Continuing Professional Development (CPD).

Course accreditation

The CPD Certification Service accredits all our online training courses and programmes as conforming to universally accepted Continuous Professional Development (CPD) guidelines. Our online training courses meet the latest guidance and best practice recommendations.



The image shows a large rectangular badge with a dark blue border. On the left, there is the CPD logo (three interlocking circles) and the text 'Mandatory Training Group' with a small icon of three people. In the center, the text reads 'Corporate Member' in a large font, followed by 'The CPD Certification Service' and 'CPDUK Corporate Membership Number - 11177'. On the right, there is the 'CPD CERTIFIED' logo with a checkmark, and below it, 'The CPD Certification Service' and 'Collective Mark'.

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WHY CHOOSE US?

The benefits of using our accredited e-learning courses in the workplace include:

- CPDUK accredited e-learning provider
- Ofqual approved training centre (UK qualifications)
- Internationally recognised CPD and Ofqual approved certificates
- Wide range of courses and qualifications that meet UK legislation and guidelines
- Over 500 online courses and programmes that cover multiple sectors
- Free blended learning environment for individuals and organisations
- Immediate access to online courses and programmes
- Highly interactive e-learning portal
- Substantial cost reductions (no travel fees and other expenses)
- Self-paced online learning
- Low carbon footprint through e-learning
- Repository of online learning materials and assessments
- Fully qualified and experienced trainers, instructors and assessors
- Experienced subject matter experts and content developers
- Conversion of existing classroom courses to e-learning courses
- All training courses meet the latest guidance and best practice recommendations.

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Civility in the Workplace Training Course for Global Executives

“YPO is the premier global leadership organisation for more than 28,000 chief executives in over 130 countries and the global platform for them to engage, learn and grow. We approached The Mandatory Training Group to develop an online training programme focusing on improving workplace civility. Their team developed excellent learning materials tailored to our organisational needs. With their support, we rolled out the civility in the workplace training programme to over 300 executives around the world.”

Nicolle Billmyre, YPO, Texas, USA



City and Hackney

Clinical Commissioning Group

Counter Fraud, Bribery and Corruption Training for NHS Providers

“NHS City and Hackney Clinical Commissioning Group (CCG) is an NHS organisation led by local GPs. The Mandatory Training Group provided us with tailored courses focussing on tackling fraud, corruption and bribery for all our staff across various sites. The e-learning courses helped us to meet statutory and regulatory requirements”.

Harriet Griffiths, NHS City and Hackney CCG, London, UK



Accredited Training Courses, Programmes and Regulated Qualifications

“Reed is the largest platform for jobs, recruitment and courses in the UK. The Mandatory Training Group is one of our most trusted providers of continuing professional development (CPD) programmes and regulated qualifications. They have provided us with a wide range of learning materials ranging from soft skills, personal development, health and safety, among others. These courses help many job seekers to improve their skills and comply with the current UK and European laws”.

Mansh Bhatti, Reed Courses, London, UK

“When we set up our business, we were looking for a reliable training provider for the healthcare multi-disciplinary team (MDT). We worked with The Mandatory Training Group to establish our training needs for each group of professionals. Their experience was invaluable, helping us to design new courses and assessments to meet the commissioners' and regulatory requirements”.

Anne Joy, OSD Healthcare, Hemel Hempstead, UK



Healthcare choice for **everyone** **Statutory and Mandatory Training for Healthcare Providers**

“All our senior clinicians were delighted with the delivery of the mandatory training courses. They found the course leaders to be very flexible with allocating more time to certain areas at request. The course contents that LearnPac had designed were tailored to our workforce, which helped them improve their understanding of the subjects. The application of legislative concepts to practice was excellent”.

Sophie Hartley-Jones, OneHealth Group, Sheffield, UK



Online Training and Development for the Public Sector

“We work with various public sector organisations. Statutory and mandatory training is essential for all our placements. We used LearnPac for the blended learning environment they provide for our staff. The online statutory and mandatory training courses adequately meet our regulatory requirements. LearnPac's learning management system enabled us to manage our learners and quickly sort out compliance for our workers. The flexibility of pricing and meeting our needs with the mandatory training was beneficial.”

David Sanchez, Eden Brown Synergy, London, UK



Blended Train the Trainer Courses for Healthcare Providers

“We were looking to provide resuscitation and first aid training for clinical and non-clinical staff internally. The Mandatory Training Group stood out because they provide comprehensive blended learning solutions. Our internal trainers and facilitators were able to complete the theory training and assessments in advance. The practical sessions were packed with meaningful activities throughout the day. The lead trainers also helped us to complete training needs assessments”.

Kate McLoughlin, Nuffield Health, Bournemouth, UK

[Click Here to Buy this Course](#)

LEARN. DEVELOP. COMPLY.

The Mandatory Training Group is the leading UK provider of accredited statutory and mandatory training courses for all sectors, including health and social care, education, local government, private and charity sectors.

We have supported over one million learners to reach their potential through e-learning courses and qualifications using our interactive online learning portal.

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