



## Experts

1. Jason Manibog

### Senior Instructor

Jason Manibog, LearnKey's senior instructor, has spent over 15 years in the Information Technology arena as a trainer, consultant, and courseware writer. Jason is a Microsoft Certified Trainer with multiple certifications in Microsoft, CompTIA, and Adobe. Jason brings a wealth of real-world experience and the ability to explain things in very practical, real-life like terms to any class he teaches, courseware he writes, or e-Learning courses he develops. [\[Show less\]](#)

## Access 2016 (77-730)

Product Id (203669)

🕒 1d 3h 42m 51s | 📁 Office 2016 | 📺 5 module(s) | 📶 All

✅ Has resources

In Access 2016, the relational database app in Microsoft Office, you can design your own databases or use templates to create databases to share with others, namely coworkers. LearnKey Senior Instructor Jason Manibog will take you through creating databases, creating tables, building queries, building forms, and building reports. These five topics are also the topics on the Microsoft Office Specialist exam for Access 2016 (Exam 77-730). This, combined with what you will learn about relational database structures, will improve your employability prospects in any position needing skills with small to medium-sized relational databases. LearnKey's lesson layout combines various types of learning materials into concise learning segments. The goal of the lesson layout is to provide material that not only educates, but cements the concepts taught by incorporating opportunities for practical application.

## Course content

[Expand all](#)

[Collapse all](#)

Create and Manage a Database

🕒 2h 3m 19s

[Open](#)

📄 Domain 1 Pre-Assessment

📁 Support Files

Lesson 1: Create and Modify Database

🕒 21m 12s

[Open](#)

Lesson 1: Create and Modify Database		🕒 51m 13s	<a href="#">Open</a>
Lesson 2: Rules of Databases, Manage Relationships and Keys		🕒 30m 26s	<a href="#">Open</a>
Lesson 3: Navigate Through a Database		🕒 22m 54s	<a href="#">Open</a>
Lesson 4: Protect and Maintain Databases, Print and Export Data		🕒 38m 46s	<a href="#">Open</a>
📄 Domain 1 Post-Assessment			
Build Tables		🕒 1h 38m 43s	<a href="#">Open</a>
<div><div>📄 Domain 2 Pre-Assessment</div><div><div>Lesson 1: Create and Manage Tables</div><div>🕒 38m 10s</div><div><a href="#">Open</a></div></div><div><div>Lesson 2: Manage Records in Tables</div><div>🕒 23m 29s</div><div><a href="#">Open</a></div></div><div><div>Lesson 3: Create and Modify Fields</div><div>🕒 37m 4s</div><div><a href="#">Open</a></div></div><div>📄 Domain 2 Post-Assessment</div></div>			
Create Queries		🕒 1h 19m 24s	<a href="#">Open</a>
<div><div>📄 Domain 3 Pre-Assessment</div><div><div>Lesson 1: Create a Query</div><div>🕒 34m 5s</div><div><a href="#">Open</a></div></div><div><div>Lesson 2: Modify a Query</div><div>🕒 15m 23s</div><div><a href="#">Open</a></div></div><div><div>Lesson 3: Calculated Fields and Grouping</div><div>🕒 29m 56s</div><div><a href="#">Open</a></div></div><div>📄 Domain 3 Post-Assessment</div></div>			
Create Forms		🕒 1h 21m 45s	<a href="#">Open</a>
<div><div>📄 Domain 4 Pre-Assessment</div><div><div>Lesson 1: Build Forms</div><div>🕒 15m 13s</div><div><a href="#">Open</a></div></div><div><div>Lesson 2: Configure Form Controls</div><div>🕒 35m 32s</div><div><a href="#">Open</a></div></div><div><div>Lesson 3: Format a Form</div><div>🕒 31m</div><div><a href="#">Open</a></div></div><div>📄 Domain 4 Post-Assessment</div></div>			

Create Reports		🕒 1h 26m 40s	<a href="#">Open</a>
<div>📄 Domain 5 Pre-Assessment</div>			
Lesson 1: Create Reports, Configure Report Controls		🕒 42m 36s	<a href="#">Open</a>
Lesson 2: Format a Report Part I		🕒 20m 38s	<a href="#">Open</a>
Lesson 3: Format a Report Part II		🕒 23m 26s	<a href="#">Open</a>
<div>📄 Domain 5 Post-Assessment</div>			

Our Why

It’s all about the “Why”. At LearnKey that is Improving Employability Every Day. How we do that is through in-demand workforce solutions including career certification programs & learning solutions for every type of enterprise.

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