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Creating and managing Quick Steps, and customizing the interface according to needs; Get familiarized with Microsoft Access 2016, create simple databases, and use the help options; Change table data, manage records, and create lookups; Join data from different tables, sort and filter them, and perform calculations for queries

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Applies To: Windows Server 2016 Essentials, Windows Server 2012 R2 Essentials, Windows Server 2012 Essentials Microsoft 365 is an easy-to-use set of web-enabled tools that let you access your email, important documents, contacts, and calendar from almost anywhere and any device.

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There is nothing I've seen in 2016 that is more valuable to me than the extra icons I could see in 2010 version. VERY DISAPPOINTING! Just FYI, I think a lot of people still use a Desktop PC at work and the changes to enable touch, tablets and laptops have made MS Office products much less effective.

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