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Learning Style: Online Instructor-Led

Technology: Microsoft

Difficulty: Intermediate

Course Duration: 1 Day

Microsoft® Access® for Office 365 : Part 2



About This Course:

Your training and experience using Microsoft® Access® has given you basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design; promote quality input from users; improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. Extending your knowledge of Access will result in a robust, functional

database for your users.

Course Objectives:

- Provide input validation features to promote the entry of quality data into a database.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Improve the usability of Access tables.
- Create advanced queries to join and summarize data.
- Use advanced formatting and controls to improve form presentation.
- Use advanced formatting and calculated fields to improve reports.

Audience:

- Intermediate to advanced users familiar with Microsoft Access basics who want to deepen their skills and create more robust, user-friendly databases.

Prerequisites:

- To ensure your success in this course, it is recommended you have completed Microsoft® Access® for Office 365™: Part 1 or possess equivalent knowledge.

Course Outline:

Lesson 1: Promoting Quality Data Input

Topic A: Restrict Data Input Through Field Validation

Topic B: Restrict Data Input Through Forms and Record Validation

Lesson 2: Improving Efficiency and Data Integrity

Topic A: Data Normalization

Topic B: Associate Unrelated Tables

Topic C: Enforce Referential Integrity

Lesson 3: Improving Table Usability

Topic A: Create Lookups Within a Table

Topic B: Work with Subdatasheets

Lesson 4: Creating Advanced Queries

Topic A: Create Query Joins

Topic B: Create Subqueries

Topic C: Summarize Data

Lesson 5: Improving Form Presentation

Topic A: Apply Conditional Formatting

Topic B: Create Tab Pages with Subforms and Other Controls

Lesson 6: Creating Advanced Reports

Topic A: Apply Advanced Formatting to a Report

Topic B: Add a Calculated Field to a Report

Topic C: Control Pagination and Print Quality

Topic D: Add a Chart to a Report