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Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft Office Access 2016: Part 2

About this course:

With the part one of the Microsoft® Access® 2016 training and experience you have gained a proper understanding of the fundamentals of database management including the skills to create a table, design forms, reports and query writing.

In this second installment of the course, you will learn how to expand you horizons by learning about regional database, writing advance level queries, build structures using the existing data and validate a database. You can design more functional and optimal database for your users by seeking advance level knowledge of Microsoft Access 2016.

You can use this course to prepare for the Microsoft Office Specialist (MOS) Certification Exam.

Course Objectives:

This course will enable you to use the Microsoft Office Access 2016 expertly.

You will:

- Learn how to design and manage a relational database
- Link various tables together to retrieve data from un-linked tables
- Validate and verify data from a database
- Make use of advance level queries to deploy your data
- Optimal organization of database for maximum efficiency and data integrity
- Report customization to display information and sort out specific information

Audience:

The target audience for this course are candidate who wish to learn about Microsoft Office Access 2016 and are responsible for creation, maintenance, query writing and modification of relational database and its reports.

Prerequisites:

You should have completed the first part of this course: *Microsoft® Office Access® 2016: Part 1* or you must have equivalent knowledge including all the skills. You should also be familiar with working in a windows environment and using browsing.

- *Using Microsoft® Windows® 10*

or

- *Microsoft® Windows® 10: Transition from Windows® 7*
- *Microsoft® Office Access® 2016: Part 1*

Course Outline:

Lesson 1: Designing a Relational Database

 Topic A: Relational Database Design

 Topic B: Create a Table

Topic C: Create Table Relationships

Lesson 2: Joining Tables

Topic A: Create Query Joins

Topic B: Relate Data Within a Table

Topic C: Work with Subdatasheets

Lesson 3: Using Data Validation

Topic A: Use Field Validation

Topic B: Use Form and Record Validation

Lesson 4: Creating Advanced Queries

Topic A: Create Parameter Queries

Topic B: Summarize Data

Topic C: Create Subqueries

Topic D: Create Action Queries

Topic E: Create Unmatched and Duplicate Queries

Lesson 5: Organizing a Database for Efficiency

Topic A: Data Normalization

Topic B: Create a Junction Table

Topic C: Improve Table Structure

Lesson 6: Using Advanced Reporting Techniques

Topic A: Include Control Formatting in a Report

Topic B: Add a Calculated Field to a Report

Topic C: Add a Subreport to an Existing Report