



Access 2019 Level 2

Course ID #: 7000-316-ZZ-Z

Hours: 7

Course Content

Course Description:

Your training and experience using Microsoft® Office 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.

This course is the second part of a three-course series that covers the skills needed to perform database design and development in Access 2019.

At Course Completion:

Students will be able to:

- 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.

Prerequisites:

To ensure your success in this course, it is recommended you have completed Microsoft® Office Access® 2019 Level 1 or possess equivalent knowledge.

It is also suggested that you have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites.

Target Student:

This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases and developing tables, queries, forms, and reports in Microsoft Office Access 2019.



Access 2019 Level 2

Course ID #: 7000-316-ZZ-Z

Hours: 7

Topics:

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

Appendix A: Mapping Course Content to Access Expert (Office 365 and Office 2019): Exam MO-500

Appendix B: Microsoft® Office Access® 2019 Common Keyboard Shortcuts