Course Content

Course Description:

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

Microsoft Access 365 Level 1: Focuses on the design and construction of an Access database — viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.

Microsoft Access 365 Level 2 (this course): Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.

Microsoft Access 365 Level 3: Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.

This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

Course Objectives:

Upon successful completion of this course students will:

- Optimize an Access database.
- 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.

Microsoft Access 365 Level 2

Course ID #: 7000-831-ZZ-Z

Hours: 7

Prerequisites:

To ensure your success in this course, it is recommended you have completed Microsoft Access for Office 365: 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. You can obtain this level of skills and knowledge by taking the following course, or any similar courses in general Microsoft Windows skills:

Using Microsoft Windows 10 (Second Edition)

Target Audience:

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 Access for Microsoft 365.

Topics:

Lesson 1: Promoting Quality Data Input
- Restrict Data Input Through Field Validation
- Restrict Data Input Through Forms and Record Validation

Lesson 2: Improving Efficiency and Data Integrity
- Data Normalization
- Associate Unrelated Tables
- Enforce Referential Integrity

Lesson 3: Improving Table Usability
- Create Lookups Within a Table
- Work with Subdatasheets

Lesson 4: Creating Advanced Queries
- Create Query Joins
- Create Subqueries
- Summarize Data

Lesson 5: Improving Form Presentation
- Apply Conditional Formatting
- Create Tab Pages with Subforms and Other Controls

Lesson 6: Creating Advanced Reports
- Apply Advanced Formatting to a Report
- Add a Calculated Field to a Report
- Control Pagination and Print Quality
- Add a Chart to a Report

Register for this class by visiting us at:
www.tcworkshop.com or calling us at 800-639-3535