Microsoft® Access® for Office 365™: Part 2

Course Duration: 1 day

Course Description

Overview:

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.

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® for Office 365™: Part 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® for Office 365™: Part 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® for Office 365™: Part 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:

In this course, you will optimize an Access database.

You will:

- 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.

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our website –www.sensetraining.co.uk**

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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 Access for Microsoft 365.

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.

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 Logical Operations course, or any similar courses in general Microsoft Windows skills:

- Using Microsoft® Windows® 10 (Second Edition)

Course Content

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

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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