



Microsoft® Office Access® 2016: Part 2

Duration: 2 Days

Method: Instructor-Led

Certification: Microsoft Office Specialist (MOS): Access 2016

Course Description

In this course, attendees will expand their knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports. Extending your knowledge of Microsoft Access 2016 will result in a robust, functional database for your users.

Target Audience

This course is intended for:

- Persons who would like to gain intermediate-level skills
- Individuals whose job responsibilities include constructing relational databases, performing database maintenance, or creating advanced queries and reports.

Prerequisites

To attend this course, attendees must have:

- Completed *Microsoft Office Access 2016: Part 1* or possess equivalent knowledge.

Course Objectives

Upon successful completion of this course, attendees will be able to:

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.



Course Content

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

Appendix A: Microsoft Office Access 2016 Exam 77-730

Appendix B: Microsoft Access 2016 Common Keyboard Shortcuts

ACTIVITIES INCLUDED

