OVERVIEW

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.

- Microsoft® Office Access® 2019: Part 2: Focuses on optimization of an Access database, including optimizing performance and normalizing data, data validation, usability, and advanced queries, forms, and reports.

MICROSOFT OFFICE ACCESS 2019, LEVEL 2
COURSE DURATION: 1 DAY

COURSE OBJECTIVES

In this course, you will optimize an Access 2019 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.

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.

PREREQUISITES

To ensure your success, it is recommended you have completed Microsoft® Office Access® 2019: 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 either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:
- Using Microsoft® Windows® 10
- Microsoft® Windows® 10: Transition from Windows® 7

COURSE CONTENT

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

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