

# Microsoft® Office Access® 2013: Part 2

**Course Number:**

091005

**Course Length:**

1 day

## Course Description

**Overview:**

Your training and experience using Microsoft® Access® 2013 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, write advanced queries, structure existing data, share data across applications, and customize reports. Extending your knowledge of Microsoft Access 2013 will result in a robust, functional database for your users.

You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Access 2013.

**Course Objectives:****Target Student:**

This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

**Prerequisites:**

To ensure your success, it is recommended you have completed *Microsoft® Office Access® 2013: Part 1*, or possess equivalent knowledge.

# 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:** Join Tables That Have No Common Fields

**Topic C:** Relate Data within a Table

**Topic D:** Work with Subdatasheets

**Topic E:** Create Subqueries

## Lesson 3: Organizing a Database for Efficiency

**Topic A:** Data Normalization

**Topic B:** Create a Junction Table

**Topic C:** Improve Table Structure

## Lesson 4: Sharing Data Across Applications

**Topic A:** Import Data into Access

**Topic B:** Export Data to Text File Formats

**Topic C:** Export Access Data to Excel

**Topic D:** Create a Mail Merge

## Lesson 5: Advanced Reporting

**Topic A:** Organize Report Information

**Topic B:** Format Reports

**Topic C:** Include Control Formatting in a Report

**Topic D:** Add a Calculated Field to a Report

**Topic E:** Add a Subreport to an Existing Report

## Appendix A: Additional Reporting Options