

Microsoft® Office Access® 2016: Part 2

Course Number:

091046

Course Length:

1 day

Course Description

Overview:

Your training and experience using Microsoft® Access® 2016 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, 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.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016.

Course Objectives:

In this course, you will create and manage an Access 2016 database.

You will:

- 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.

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, or creating advanced queries and reports.

Prerequisites:

To ensure your success, it is recommended you have completed *Microsoft® Office Access® 2016: 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*
- or
- *Microsoft® Windows® 10: Transition from Windows® 7*
- *Microsoft® Office Access® 2016: Part 1*

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