

Microsoft Office Access 2019/2024: Part 2

Course Specifications

Course Number:

091084

Course Length:

1 day

Course Description

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.

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.

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.

Prerequisites:

To ensure your success in this course, it is recommended you have completed *Microsoft Office Access 2019/2024: 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.

Course-specific Technical Requirements

Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1.6 GHz or faster 32-bit (x86) or 64-bit (x64) multi-core processor
- 4 gigabyte (GB) RAM (64-bit) or 2 GB RAM (32-bit)
- 20 GB available hard disk space (64-bit) or 16 GB (32-bit)
- Keyboard and mouse (or other pointing device)
- 1280 × 1024 or higher resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software:

- Microsoft Windows 10/11 Professional or Enterprise
- Microsoft Office Professional Plus

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

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