

Microsoft Access for Office 365: Part 2

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Course Number: MSFT-ACCESS-PART2

Duration: 1 days

Overview

Course Description

Your training and experience using Microsoft® 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.

- **Microsoft® Access® for Office 365™: Part 1** : Focuses on the design and construction of an Access database —viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.
- **Microsoft® Access® for Office 365™: Part 2** (this course): Focuses on optimization of an Access database, including optimizing performance and normalizing data; data

validation; usability; and advanced queries, forms, and reports.

- **Microsoft® Access® for Office 365™: Part 3** : Focuses on managing the database and supporting complex database designs , including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.

Skills Gained

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.

Who Can Benefit

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 Access for Microsoft 365.

Prerequisites

To ensure your success attending this course, it is recommended you have completed Microsoft Access for Office 365: 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.

Audience

Course Details

Outline

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

Appendix A: Mapping Course Content to Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500

Appendix B: Microsoft® Access® Common Keyboard Shortcuts