COURSE SYLLABUS

Microsoft Access Level II

Learn how to write advanced queries and organize your database for maximum efficiency. You'll be able to join tables, implement data validation techniques, and use advanced reporting functions.

> Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/access-level-ii



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Course Outline

Designing a Relational Database

- Relational Database Design
- Create a Table
- Create Table Relationships

Joining Tables

- Create Query Joins
- Relate Data Within a Table
- Work with Subdatasheets

Using Data Validation

- Use Field Validation
- Use Form and Record Validation

Creating Advanced Queries

- Create Parameter Queries
- Summarize Data
- Create Subqueries
- Create Action Queries
- Create Unmatched and Duplicate Queries

Organizing a Database for Efficiency

- Data Normalization
- Create a Junction Table
- Improve Table Structure

Using Advanced Reporting Techniques

- Include Control Formatting in a Report

- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report