

Microsoft Access Level II

In Microsoft Access Level II, you'll learn how to write advanced queries and organize your database for maximum efficiency. If you've taken Microsoft Access Essentials or already understand the basics, this is the perfect course for you. At the end of this intermediate Microsoft Access class, you'll be able to join tables, implement data validation techniques, and use advanced reporting functions.

Group classes in NYC and on-site training is available for this course. For more information including upcoming class dates and pricing, visit training-nyc.com/courses/access-level-II or email contact@nyimtraining.com

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