COURSE SYLLABUS

Microsoft Access Level II (Self-Paced)

Take your Microsoft Access skills to the next level with advanced lessons on data validation, table structure optimization, and complex reporting techniques. Learn to design relational databases, write advanced queries, and improve database management efficiency.

For more information, visit
https://www.creativelive.com/classes/microsoft-access-level-ii-self-paced



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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