COURSE SYLLABUS

Microsoft Access Level II Course

Take your Microsoft Access skills to the next level with advanced lessons on data validation, table structure improvement, and advanced reporting techniques. Learn how to create relational databases, code advanced queries, and increase your database management efficiency.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/access-level-2



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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