APPLIED TECHNOLOGY ACADEMY

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Microsoft Access for Office 365: Part 2 Training

Microsoft Authorized Training · Applied Technology Academy

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.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	**1 Day**	**1 year: Microsoft® Access®**	**$75,000**	**No**

Course Outline

- **Lesson 1: Promoting Quality Data Input**
  - Restrict Data Input Through Field Validation
  - Restrict Data Input Through Forms and Record Validation
- **Lesson 2: Improving Efficiency and Data Integrity**
  - Data Normalization
  - Associate Unrelated Tables
  - 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**
  - Create Query Joins
  - Create Subqueries
  - Summarize Data
- **Lesson 5: Improving Form Presentation**
  - Apply Conditional Formatting
  - Create Tab Pages with Subforms and Other Controls
- **Lesson 6: Creating Advanced Report**
  - Apply Advanced Formatting to a Report
  - Add a Calculated Field to a Report
  - Control Pagination and Print Quality
  - Add a Chart to a Report

Intended Audience

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 in 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.

You can obtain this level of skills and knowledge by taking the following Logical Operations course, or any similar courses in general Microsoft Windows® skills:

Using Microsoft Windows® 10 (Second Edition)

Follow-On Courses

Microsoft Access ® for Office 365™: Part 3

Course Objectives

This course is the second part of a three-course series that covers the skills needed to perform database design and development in Access®. 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

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.