

# COURSE OVERVIEW

**Course Name:**  
Microsoft Access 2016:  
Level 2

**COURSE DURATION: 1 Day**

**Gauteng:**

3rd Floor 34 Whitely Road  
Melrose Arch  
Johannesburg  
2196  
Tel: 087 941 5764  
sales@impactful.co.za

**Gauteng:**

192 on Bram  
192 Bram Fischer Drive  
Ferndale, Randburg  
Johannesburg  
2160  
sales@impactful.co.za

**Cape Town:**

3rd Floor Thomas Pattullo Building  
19 Jan Smuts St  
Cape Town  
8000  
sales@impactful.co.za

## COURSE OVERVIEW

Your training and experience using Microsoft Access 2016 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 to create a robust, functional database for your users.

## COURSE OBJECTIVES

At the end of this course, you will be able to write advanced queries, structure existing data, validate data entered into a database, and customize reports.

You will

- Design a relational database.
- Join tables to retrieve data from related tables.
- Validate data entered in the database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.

## COURSE OUTLINE

### **Lesson 1: Designing a Relational Database**

- Topic A: Relational Database Design
- Topic B: Create a Table
- Topic C: Create Table Relationships

### **Lesson 2: Joining Tables**

- Topic A: Create Query Joins
- Topic B: Relate Data Within a Table
- Topic C: Work with Subdatasheets

### **Lesson 3: Using Data Validation**

- Topic A: Use Field Validation
- Topic B: Use Form and Record Validation

### **Lesson 4: Creating Advanced Queries**

- Topic A: Create Parameter Queries
- Topic B: Summarize Data
- Topic C: Create Subqueries
- Topic D: Create Action Queries
- Topic E: Create Unmatched and Duplicate Queries

### **Lesson 5: Organizing a Database for Efficiency**

- Topic A: Data Normalization
- Topic B: Create a Junction Table
- Topic C: Improve Table Structure

### **Lesson 6: Using Advanced Reporting Techniques**

- Topic A: Include Control Formatting in a Report
- Topic B: Add a Calculated Field to a Report
- Topic C: Add a Subreport to an Existing Report

Appendix A: Microsoft Office Access 2016 Exam 77-730

Appendix B: Microsoft Access 2016 Common Keyboard Shortcuts