

COURSE OVERVIEW

Course Name:
Microsoft Access 2019:
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

This course will expand your knowledge of relational database design and teach you to implement advanced features in tables, queries, forms, and reports. Extending your knowledge of Access will result in a robust, functional database for your users.

COURSE OBJECTIVES

Upon successful completion of this course, you will be able to optimize of an Access database, including optimizing performance and normalizing data. You will be able to set up data validation, advanced queries, forms, and reports.

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.

COURSE OUTLINE

Lesson 1: Promoting Quality Data Input

Topic A: Restrict Data Input Through Field Validation

Topic B: Restrict Data Input Through Forms and Record Validation

Lesson 2: Improving Efficiency and Data Integrity

Topic A: Data Normalization

Topic B: Associate Unrelated Tables

Topic C: 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

Topic A: Create Query Joins

Topic B: Create Subqueries

Topic C: Summarize Data

Lesson 5: Improving Form Presentation

Topic A: Apply Conditional Formatting

Topic B: Create Tab Pages with Subforms and Other Controls

Lesson 6: Creating Advanced Reports

Topic A: Apply Advanced Formatting to a Report

Topic B: Add a Calculated Field to a Report

Topic C: Control Pagination and Print Quality

Topic D: Add a Chart to a Report

Appendix A: Mapping Course Content to Access Expert (Office 365 and Office 2019): Exam MO-500

Appendix B: Microsoft® Office Access® 2019 Common Keyboard Shortcuts