

# Microsoft Access Level II

Dive deeper into Microsoft Access 2016 with lessons on data validation, table structure improvement, and advanced reporting techniques. In this course, you'll learn more about relational databases by building one of your own, as well as tips and tricks to increase your efficiency.

Group classes in NYC and onsite training is available for this course. For more information, email [nyc@careercenters.com](mailto:nyc@careercenters.com) or visit: <https://www.careercenters.com/courses/access-level-II>



[nyc@careercenters.com](mailto:nyc@careercenters.com) • [\(212\) 684-5151](tel:(212)684-5151)

## 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