

Microsoft Access Level II

Concentrates on some more advanced skills, including: streamlining data entry and maintaining data integrity, joining tables to retrieve data from unrelated tables, creating flexible queries to display specified records, allowing for user-determined query criteria, modifying data using queries, improving forms, customizing reports to organize the displayed information, producing specific print layouts and sharing data between Access and other applications.

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

Contact

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