New Horizons®

Microsoft Access 2019/2021 - Part 2

Summary

Length: 8 hours Level: Experienced

In this course, you will expand your knowledge of relational database design,promote quality input from users, improve database efficiency, promote data integrity, implement advanced features in tables, queries, forms, and reports. This course is the second part of a three-course series that covers the skills needed to perform database design and development in Access 2019/2021. This material will benefit users of any current Office version, though this classroom environment is based on Office 2019. This course covers will help you prepare for the Access Expert (Office 363 and Office 2019): Exam MO-500 certification.This course may earn a Credly Badge.

Learning Objectives

In this course, you will optimize an Access 2019 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.

Course Outline

1. **Promoting Quality Data Input**

    Topic A- Restrict Data Input Through Field Validation
    Topic B- Restrict Data Input Through Forms and Record Validation

2. **Improving Efficiency and Data Integrity**

    Topic A- Data Normalization
    Topic B- Associate Unrelated Tables
    Topic C- Enforce Referential Integrity

3. **Improving Table Usability**

    Topic A- Create Lookups Within a Table
    Topic B- Work with Subdatasheets

4. **Creating Advanced Queries**

    Topic A- Create Query Joins
    Topic B- Create Subqueries
    Topic C- Summarize Data

5. **Improving Form Presentation**

    Topic A- Apply Conditional Formatting
    Topic B- Create Tab Pages with Subforms and Other Controls

6. **Creating Advanced Reports**

    Topic A- Apply Advanced Formatting to a Report
    Topic B- Add a Calculated Field to a Report

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 Office Access 2019/2021.

Prerequisites

To ensure your success in this course, it is recommended you have completed Microsoft Office Access 2019/2021: 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.