ProTech Professional Technical Services, Inc.

Microsoft Access for Office 365: Part 2

Course Summary

Description

This course is the second part of a three-course series that covers the skills needed to perform database design and development in Microsoft Access.

Microsoft Access for Office 365: Part 1: Focuses on the design and construction of an Access database —viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.

- Microsoft Access for Office 365: Part 2 (this course): Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.
- Microsoft Access for Office 365: Part 3 : Focuses on managing the database and supporting complex database designs , including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 365 and Office 2019): Exam MO-500 certification.

Objectives

By the end of this course, students will be able to:
- 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.

Topics

- Promoting Quality Data Input
- Improving Efficiency and Data Integrity
- Improving Table Usability
- Creating Advanced Queries
- Improving Form Presentation
- Creating Advanced Reports

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 Access for Office 365.

Course Outline *(left margin)*

Course Summary (cont.)

Prerequisite

To ensure your success in this course, it is recommended you have completed Microsoft Access for Office 365: 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. You can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:

- Using Microsoft Windows 10
- Microsoft Windows 10: Transition from Windows 7

Duration

One Day

Course Outline (sidebar, vertical text)

Course Outline

I. *Promoting Quality Data Input*
    A. Restrict Data Input through Field Validation
    B. Restrict Data Input through Forms and Record Validation

II. *Improving Efficiency and Data Integrity*
    A. Data Normalization
    B. Associate Unrelated Tables
    C. Enforce Referential Integrity

III. *Improving Table Usability*
    A. Create Lookups within a Table
    B. Work with Subdatasheets

IV. *Creating Advanced Queries*
    A. Create Query Joins
    B. Create Subqueries
    C. Summarize Data

V. *Improving Form Presentation*
    A. Apply Conditional Formatting
    B. Create Tab Pages with Subforms and Other Controls

VI. *Creating Advanced Reports*
    A. Apply Advanced Formatting to a Report
    B. Add a Calculated Field to a Report
    C. Control Pagination and Print Quality
    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 Access for Office 365 Common Keyboard Shortcuts