Microsoft Access 2016 Intermediate (Level II)

Your training and experience using Microsoft® Access® has given you basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design; promote quality input from users; improve database efficiency and promote data integrity; and 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 Content: Part I Course Content: Part II

### **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