

Gearing You For Growth

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Microsoft Access (Level 2)

Course Overview

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, delegates will expand their knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports.

Extending knowledge of Microsoft Access will result in a robust, functional database for users.

Course Objective

In this course, delegates will create and manage an Access database. Delegates will also:

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organise a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organise the displayed information and produce specific print layouts.

Target Audience

This course is designed for delegates wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, or creating advanced queries and reports.

Prerequisites

To ensure your success, it is recommended delegates have completed Microsoft Access (Level 1) or possess equivalent knowledge. It is also suggested that delegates 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.

Delegates can obtain this level of skills and knowledge by taking either of the following Logical Operation courses, or any similar courses in general Microsoft Windows skills:

- Microsoft Access (Level 1).



Duration

- 1 Day

Course Outline

Module 1: Designing a relational database

- Relational database design.
- Create a table.
- Create table relationships.

Module 2: Joining tables

- Create query joins.
- Relate data within a table.
- Work with sub-datasheets.

Module 3: Using data validation

- Use field validation.
- Use form and record validation.

Module 4: Creating advanced queries

- Create parameter queries.
- Summarise data.
- Create subqueries.
- Create action queries.
- Create unmatched and duplicate queries.

Module 5: Organising a database for efficiency

- Data normalisation.
- Create a junction table.
- Improve table structure.

Module 6: Using advanced reporting techniques

- Include control formatting in a report.
- Add a calculated field to a report.
- Add a sub report to an existing report.