

Access 2019 Intermediate

Length: 1 Day

Summary: Your training and experience using Microsoft® Office 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.

This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 363 and Office 2019): Exam MO-500 certification.

Target Student: 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.

Prerequisites: To ensure your success in this course, it is recommended you have completed Microsoft® Office Access® 2019 Introduction or possess equivalent knowledge.

Course 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 CONTENT

1: PROMOTING QUALITY DATA INPUT

- Restrict Data Input Through Field Validation
- Restrict Data Input Through Forms and Record Validation

2: IMPROVING EFFICIENCY AND DATA INTEGRITY

- Data Normalization
- Associate Unrelated Tables
- Enforce Referential Integrity

3: IMPROVING TABLE USABILITY

- Create Lookups Within a Table
- Work with Subdatasheets

4: CREATING ADVANCED QUERIES

- Create Query Joins
- Create Subqueries
- Summarize Data

5: IMPROVING FORM PRESENTATION

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

6: CREATING ADVANCED REPORTS

- Apply Advanced Formatting to a Report
- Add a Calculated Field to a Report
- Control Pagination and Print Quality
- 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® Office Access® 2019
Common Keyboard Shortcuts