VANTAGEP•INT
I.T. TRAINING & CONSULTING

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Microsoft® Office Access® 2013: Level 2

Course Specifications

Course Length:

1 day

Course Description

Overview:

Your training and experience using Microsoft® Access® 2013 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, write advanced queries, structure existing data, share data across applications, and customize reports. Extending your knowledge of Microsoft Access 2013 will result in a robust, functional database for your users.

Course Objectives:

In this course, you will work with relational database structure, relationships, efficiency, integrity, and customization.
You will:
- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Share data among Access and other applications.
- Customize reports to organize the displayed information and produce specific print layouts.

Prerequisites:

To ensure your success, it is recommended you have completed *Microsoft® Office Access® 2013: Part 1*, or possess equivalent knowledge.

Course Content

Lesson 1: Designing a Relational Database

Topic A: Relational Database Design

Topic B: Create a Table

Topic C: Create Table Relationships

Lesson 2: Joining Tables

Topic A: Create Query Joins

Topic B: Join Tables That Have No Common Fields

Topic C: Relate Data within a Table

Topic D: Work with Subdatasheets

Topic E: Create Subqueries

Lesson 3: Organizing a Database for Efficiency

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Topic A: Data Normalization

Topic B: Create a Junction Table

Topic C: Improve Table Structure

Lesson 4: Sharing Data Across Applications

Topic A: Import Data into Access

Topic B: Export Data to Text File Formats

Topic C: Export Access Data to Excel

Topic D: Create a Mail Merge

Lesson 5: Advanced Reporting

Topic A: Organize Report Information

Topic B: Format Reports

Topic C: Include Control Formatting in a Report

Topic D: Add a Calculated Field to a Report

Topic E: Add a Subreport to an Existing Report