

## Microsoft® Office Access® 2019: Part 2

### Course Description

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 is the second part of a three-course series that covers the skills needed to perform database design and development in Access 2019/2021.

- **Microsoft® Office Access® 2019/2021: 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® Office Access® 2019/2021: 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® Office Access® 2019/2021: 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 material will benefit users of any current Office version. The classroom environment setup is based on Office 2019. 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.

### Course Duration

1 day

### 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.

### Prerequisites

To ensure your success in this course, it is recommended you have completed *Microsoft® Office Access® 2019/2021: 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*

## Course-Specific Technical Requirements

### Hardware:

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1.6 GHz or faster 32-bit (x86) or 64-bit (x64) multi-core processor
- 4 gigabyte (GB) RAM (64-bit) or 2 GB RAM (32-bit)
- 20 GB available hard disk space (64-bit) or 16 GB (32-bit)
- Keyboard and mouse (or other pointing device)
- 1280 × 1024 or higher resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

### Software:

- Microsoft® Windows® 10 Professional or Enterprise
- Microsoft® Office 2019 Professional Plus

## Course Outline

### Lesson 1: Promoting Quality Data Input

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

### Lesson 2: Improving Efficiency and Data Integrity

- Data Normalization
- Associate Unrelated Tables
- Enforce Referential Integrity

### Lesson 3: Improving Table Usability

- Create Lookups Within a Table
- Work with Subdatasheets

### Lesson 4: Creating Advanced Queries

- Create Query Joins
- Create Subqueries
- Summarize Data

### Lesson 5: Improving Form Presentation

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

## Lesson 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

## Who Should Attend

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 2019/2021.