Microsoft® Office Access® 2019: Part 2

Duration: 2 Days
Method: Instructor-Led Training (ILT) | Live Online Training

Certification: *Microsoft Office Specialist (MOS): Access Expert —*
Exam: *MO-500*

Course Description

Previous training and experience using Microsoft Office Access should have given participants basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, they will expand their 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 their knowledge of Access will result in a robust, functional database for their users. This course focuses on the optimization of an Access database, including optimizing performance and normalizing data, data validation, usability, and advanced queries, forms, and reports.

> **NOTE**: *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.*
> - *Microsoft Office Access 2019: Part 1*
> - *Microsoft Office Access 2019: Part 2 (This course)*
> - *Microsoft Office Access 2019: Part 3*

Target Audience

This course is intended for:
- Individuals who would like to gain intermediate-level skills in Microsoft Office Access.
- Individuals whose job responsibilities include constructing relational databases and developing tables, queries, forms, and reports in Microsoft Office Access 2019.

Prerequisites

To attend this course, candidates must have:
- *Microsoft Office Access 2019: Part 1*
- *Using Microsoft Windows® 10*

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Exam Details

Exam Code:	• MO-500
Length of Exam:	• 50 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Simulation

Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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 Topics

Module 1: Promoting Quality Data Input

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

Module 2: Improving Efficiency and Data Integrity

- Data Normalization
- Associate Unrelated Tables
- Enforce Referential Integrity

Module 3: Improving Table Usability

- Create Lookups Within a Table
- Work with Subdatasheets

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Course Topics *Continued*

Module 4: Creating Advanced Queries

- Create Query Joins
- Create Subqueries
- Summarize Data

Module 5: Improving Form Presentation

- Apply Conditional Formatting
- Create Tab Pages

Module 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

ACTIVITIES INCLUDED