



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Access® 2016: Part 2

Duration: 2 Days

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

Certification: Microsoft Office Specialist (MOS): Access 2016 —
Exam: 77-730

Course Description

In this course, attendees will expand their knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports. Extending your knowledge of Microsoft Access 2016 will result in a robust, functional database for your users.

Target Audience

This course is intended for:

- Persons who would like to gain intermediate-level skills
- Individuals whose job responsibilities include constructing relational databases, performing database maintenance, or creating advanced queries and reports.

Prerequisites

To attend this course, candidates must have:

- Completed *Microsoft Office Access 2016: Part 1* or possess equivalent knowledge.



Exam Details

Exam Code:	• 77-730
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

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

- 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.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.

Course Topics

Lesson 1: Designing a Relational Database

- Relational Database Design
- Create a Table
- Create Table Relationships

Lesson 2: Joining Tables

- Create Query Joins
- Relate Data Within a Table
- Work with Subdatasheets

Lesson 3: Using Data Validation

- Use Field Validation
- Use Form and Record Validation



Course Topics *Continued*

Lesson 4: Creating Advanced Queries

- Create Parameter Queries
- Summarize Data
- Create Subqueries
- Create Action Queries
- Create Unmatched and Duplicate Queries

Lesson 5: Organizing a Database for Efficiency

- Data Normalization
- Create a Junction Table
- Improve Table Structure

Lesson 6: Using Advanced Reporting Techniques

- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report

Appendix A: Microsoft Office Access 2016 Exam 77-730

Appendix B: Microsoft Access 2016 Common Keyboard Shortcuts

ACTIVITIES INCLUDED