

Document Generated: 04/11/2025

Learning Style: Virtual Classroom

Technology: Microsoft

Difficulty: Beginner

Course Duration: 1 Day

Microsoft Office Access 2016: Part 2



About this course:

Your training and experience using Microsoft® Access® 2016 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, 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.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016.

Course Objectives:

In this course, you will create and manage an Access 2016 database.

You will:

- 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.

Audience:

This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases, performing database maintenance, or creating advanced queries and reports.

Prerequisites:

To ensure your success, it is recommended you have completed *Microsoft® Office Access® 2016: 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.

- *Using Microsoft® Windows® 10*

or

- *Microsoft® Windows® 10: Transition from Windows® 7*
- *Microsoft® Office Access® 2016: Part 1*

Course Outline:

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: Relate Data Within a Table

Topic C: Work with Subdatasheets

Lesson 3: Using Data Validation

Topic A: Use Field Validation

Topic B: Use Form and Record Validation

Lesson 4: Creating Advanced Queries

Topic A: Create Parameter Queries

Topic B: Summarize Data

Topic C: Create Subqueries

Topic D: Create Action Queries

Topic E: Create Unmatched and Duplicate Queries

Lesson 5: Organizing a Database for Efficiency

Topic A: Data Normalization

Topic B: Create a Junction Table

Topic C: Improve Table Structure

Lesson 6: Using Advanced Reporting Techniques

Topic A: Include Control Formatting in a Report

Topic B: Add a Calculated Field to a Report

Topic C: Add a Subreport to an Existing Report

Credly Badge:



Display your Completion Badge And Get The Recognition You Deserve.

Add a completion and readiness badge to your LinkedIn profile, Facebook page, or Twitter account to validate your professional and technical expertise. With badges issued and validated by Credly, you can:

- Let anyone verify your completion and achievement by clicking on the badge
- Display your hard work and validate your expertise
- Display each badge's details about specific skills you developed.

Badges are issued by QuickStart and verified through Credly.

[Find Out More](#) or [See List Of Badges](#)