

## Access for Office 365 Intermediate

**Length:** 1 Day

**Summary:** Your training and experience using Microsoft® 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

**Prerequisites:** Access for Office 365 Introduction

**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.

## COURSE CONTENT

### PROMOTING QUALITY DATA INPUT

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

### IMPROVING EFFICIENCY AND DATA INTEGRITY

- Data Normalization
- Associate Unrelated Tables
- Enforce Referential Integrity

### IMPROVING TABLE USABILITY

- Create Lookups within a Table
- Work with Subdatasheets

### CREATING ADVANCED QUERIES

- Create Query Joins
- Create Subqueries
- Summarize Data

### IMPROVING FORM PRESENTATION

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

### 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

### APPENDIX A: MAPPING COURSE CONTENT TO ACCESS EXPERT (OFFICE 365 AND OFFICE 2019): EXAM MO-500

### APPENDIX B: MICROSOFT® ACCESS® FOR OFFICE 365™ COMMON KEYBOARD SHORTCUTS