Access for Office 365 Intermediate

Length: 1/2 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.

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