



## Microsoft Access 2016: Intermediate

**Overview:** In this course, students will learn how to design a relational database, write advanced queries, structure existing data, validate data entered into a database, and customize reports.

**Prerequisites:** To ensure your success, students should have completed CMC's *Microsoft Office Access 2016: Introduction* course or possess equivalent knowledge.

**Course Length:** One Day

### **Course Content**

#### **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

#### **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