



Microsoft Access 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 Beginning* 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