



Microsoft® Access 2016 Level 2

Course Description:

So far you have been focusing only on essential database user skills such as creating and working with Access tables, queries, and basic forms. In this course, you will create and manage table relationships, consider how to maintain data consistency, enforce database integrity, perform calculations in queries, create advanced queries, and learn how to share Access data with other applications. Level 2 is designed for students who would like to learn intermediate-level operations of the Microsoft® Office Access program. The Level 2 course is for individuals whose job responsibilities include working with related tables; querying multiple tables in a relational database; maintaining data integrity; and handling complex queries. This course is also a prerequisite to taking more advanced courses in Access 2016.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: Learn to create relationships, maintain data consistency and data integrity, create advanced and action queries, and integrate Microsoft® Office Access 2016 with other applications.

Upon successful completion of this course, students will be able to:

- Create and manage table relationships
- Import and export data
- Design advanced queries in query design mode
- Use Advanced Query Wizards
- Create action queries

Prerequisite: Database Concepts and Access Level 1

Course Outline

Create Relationships

- Create table relationships
- Set referential integrity
- View subdatasheets
- Delete a relationship
- Print a relationship document

Use Advanced Database Features

- Import data
- Link data to an Access table
- Use the Linked Table Manager
- Export data

Design Advanced Queries

- Create a calculated field
- Format a calculated field
- Display a totals row in a query
- Create a parameter query
- Use multivalued fields

Use Advanced Query Wizards

- Use the Crosstab Query Wizard
- Use the Find Duplicates Query Wizard
- Use the Find Unmatched Query Wizard

Create Action Queries

- Create a Make-table Query
- Create an Update Query
- Create an Append Query
- Create a Delete Query