

Access 2019 - Part 2

Course Overview

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This is a 2-day class



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.

This course is the second part of a three-course series that covers the skills needed to perform database design and development in Access 2019.

Microsoft® Office Access® 2019 - Part 1 : Focuses on the design and construction of an Access database—viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.

Microsoft® Office Access® 2019 - Part 2 (this course): Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.

Who Should Attend

This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases and developing tables, queries, forms, and reports in Microsoft Office Access 2019.

Course Objectives

In this course, you will optimize an Access 2019 database.

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 Outline

1 IMPROVING TABLE USABILITY

Topic A: Create Lookups Within a Table

Topic B: Work with Subdatasheets

2 CREATING ADVANCED QUERIES

Topic A: Create Query Joins

Topic B: Create Subqueries

Topic C: Summarize Data

3 IMPROVING FORM PRESENTATION

Topic A: Apply Conditional Formatting

Topic B: Create Tab Pages with Sub forms and Other Controls

Access 2019 - Part 2

4 CREATING ADVANCED REPORTS

Topic A: Apply Advanced Formatting to a Report
Topic B: Add a Calculated Field to a Report
Topic C: Control Pagination and Print Quality
Topic D: Add a Chart to a Report

5 IMPORTING AND EXPORTING TABLE DATA

Topic A: Import and Link Data
Topic B: Export Data
Topic C: Create a Mail Merge

6 USING QUERIES TO MANAGE DATA

Topic A: Create Action Queries
Topic B: Create Unmatched and Duplicate Queries

7 CREATING COMPLEX REPORTS AND FORMS

Topic A: Create Sub reports
Topic B: Create a Navigation Form
Topic C: Show Details in Sub forms and Popup Forms

8 CREATING ACCESS MACROS

Topic A: Create a Standalone Macro to Automate Repetitive Tasks
Topic B: Create a Macro to Program a User Interface Component
Topic C: Restrict Records by Using a Condition
Topic D: Create a Data Macro

9 USING VBA TO EXTEND DATABASE CAPABILITIES

Topic A: Getting Started with VBA
Topic B: Using VBA with Form Controls

10 MANAGING A DATABASE

Topic A: Back Up a Database
Topic B: Manage Performance Issues
Topic C: Document a Database

11 DISTRIBUTING AND SECURING A DATABASE

Topic A: Split a Database for Multiple-User Access
Topic B: Implement Security
Topic C: Convert an Access Database to an ACCDE File
Topic D: Package a Database with a Digital Signature