



# Access 2013 Level 2 Advanced Database Design

Guelph, ON  
N1H 6H1  
Canada

519.830.6901  
[info@rcctraining.ca](mailto:info@rcctraining.ca)  
rcctraining.ca

### Course Objectives:

- Understand the databases that will be used during the course.
- Enhance tables by creating lookups.
- Create various types of advanced queries.
- Create advanced forms by adding controls, subforms, calculations, and graphic images.
- Create advanced reports by adding controls, grouping, subreports, calculations, graphic images, and charts.

*This course is for students who are familiar with Access databases and want to enhance them with lookups, advanced queries, subforms and subreports.*

### Course Content:

<b>Database Overview</b>	Review Database Concepts
<b>Enhancing Tables</b>	Copying a Database Object Adding lookups / Multiple-value fields
<b>Advanced Queries</b>	Creating Other Queries using the Wizard Nested Queries / Subqueries / Query Joins Make Table & Append Queries Summary Queries / Crosstab Queries
<b>Advanced Forms</b>	Form Design / Form Controls / Form Properties Subforms / Advanced Calculations Customizing Forms
<b>Advanced Reports</b>	Report Design Sorting & Grouping Layout Properties / Calculations Subreports / Graphic Reports / Adding Charts