



Access 2016 Level 2 Advanced Database Design

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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:

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