



Access 2019 Level 2 Advanced Database Design

Guelph, ON
N1H 6H1
Canada

519.830.6901
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.
- Work with and create web-based objects.

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 Creating Lookups / Lookup 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
Working with Web Tools (Supplemental Topics)	Working with Web Pages Hyperlinks