

Microsoft Office Access 2016: Part 2

Course Overview

This course will teach students how to design a relational database, join tables, use data validation, create advanced queries, organize a database for efficiency, and use advanced reporting techniques.

<u>Course Introduction</u>	4m
Course Introduction	
<u>Chapter 01 - Designing a Relational Database</u>	35m
Topic A: Relational Database Design	
Database Relationship	
Relational Database Design Process	
Statement of Purpose	
Existing Data	
Business Rules	
Primary Keys	
Primary and Foreign Keys	
Composite Keys	
One-to-One Relationships	
One-to-Many Relationships	
Relationships Window	
Guidelines for Designing Databases	
Demo - Exploring Table Relationships	
Topic B: Create a Table	
Table Views	
List of Data Types	
Calendar for Picking Dates	
Lookup Wizard	
The Table Properties Dialog Box	
Demo - Creating a Table	
Topic C: Create Table Relationships	
Edit Relationships Dialog Box	
Enforce Referential Integrity Options	
Join Lines	
Relationship Reports	
Guidelines for Enforcing Referential Integrity	
Demo - Creating a Table Relationship	
Chapter 01 Review	

Chapter 02 - Joining Tables

24m

Topic A: Create Query Joins

Query Joins

Inner Joins

Left and Right Outer Joins

Join Properties Dialog Box

What the Join Options Return

An Unrelated Table Join

Demo - Creating Inner and Outer Joins

Demo - Joining Unrelated Tables

Topic B: Relate Data Within a Table

Self Joins

Demo - Creating a Self Join

Topic C: Work with Subdatasheets

Subdatasheets

Demo - Modifying Data in a Subdatasheet

Chapter 02 Review

Chapter 03 - Using Data Validation

31m

Topic A: Use Field Validation

Field Validation

Field Properties

Input Masks

Input Mask Wizard

Demo - Validating Data by Using a Field Property

Demo - Validating Data by Using an Input Mask

Topic B: Use Form and Record Validation

The Combo Box Wizard

List Box Control

Option Group Control

Demo - Using a Combo Box Control to Limit Option Values

Demo - Using a Record Validation Rule

Chapter 03 Review

Chapter 04 - Creating Advanced Queries

37m

Topic A: Create Parameter Queries

A Parameter Query Displays a Prompt

Demo - Creating a Parameter Query

Demo - Using Wildcards in a Parameter Query

Demo - Creating a Query with Multiple Parameters

Topic B: Summarize Data

Crosstab Query Wizard

Analyzing Customer Payments

Demo - Creating a Crosstab Query

Topic C: Create Subqueries

Subquery Example

Subquery Expression Example

Demo - Creating Subqueries

Topic D: Create Action Queries

Action Query Update Expression

Demo - Creating Action Queries
Topic E: Create Unmatched and Duplicate Queries
Find Unmatched Query Wizard
Find Duplicates Query Wizard
Demo - Creating Queries to Search for Unmatched and Duplicate Records
Chapter 04 Review

Chapter 05 - Organizing a Database for Efficiency

20m

Topic A: Data Normalization
First Normal Form
Second Normal Form
Third Normal Form
Denormalization
Table Analyzer Wizard
Demo - Running the Table Analyzer Wizard
Topic B: Create a Junction Table
Junction Table
Demo - Using a Junction Table to Resolve a Many-to-Many Relationship
Topic C: Improve Table Structure
Demo - Improving Table Structure
Chapter 05 Review

Chapter 06 - Using Advanced Reporting Techniques

18m

Topic A: Include Control Formatting in a Report
Data Bars
Demo - Adding Data Bars to a Report
Topic B: Add a Calculated Field to a Report
Demo - Adding a Calculated Field to a Report
Topic C: Add a Subreport to an Existing Report
Demo - Adding a Subreport to an Existing Report
Chapter 06 Review
Course Closure

Total Duration: 2h 48m