



**REAL WORLD**  
TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® Access® for Office 365™: Part 2

**Duration: 1 Day**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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**Certification:** Microsoft Office Specialist: Microsoft Access Expert (Access 365 and Access 2019) — **Exam:** MO-500: Microsoft Access Expert (Access 365 and Access 2019)

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## Course Description

In this course, participants will expand their knowledge of relational database design. They will learn how to promote quality input from users; improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. Extending their knowledge of Access will result in a robust, functional database for their users.

## Target Audience

This course is intended for:

- Persons wishing to gain intermediate-level skills.
- Persons whose job responsibilities include constructing relational databases and developing tables, queries, forms, and reports in Microsoft Access for Office 365.
- Persons who wish to prepare for the certification exam.

## Prerequisites

To attend this course, candidates must have:

- Completed the course, *Microsoft® Access® for Office 365™: Part 1* or possess equivalent knowledge.

**-OR-**

- To obtain this level of skill and knowledge, candidates must have completed one of the following courses:
  - *Using Microsoft® Windows® 10*
  - *Microsoft® Windows® 10: Transition from Windows® 7*



Unit #2, Braemar Suites, 1D-1E Braemar Avenue, Kingston 10  
**Tel:** 876-978-1107 / 876-978-1486 / 876-927-9455  
**WhatsApp:** 876-978-9353  
**E-Mail:** [training@RWTTTS.com](mailto:training@RWTTTS.com) | **Website:** [www.RWTTTS.com](http://www.RWTTTS.com)





## Course Objectives

Upon successful completion of this course, attendees will be able to:

- 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 Topics

### Module 1: Promoting Quality Data Input

- Restrict Data Input through Field Validation
- Restrict Data Input through Forms and Record Validation

### Module 2: Improving Efficiency and Data Integrity

- Data Normalization
- Associate Unrelated Tables
- Enforce Referential Integrity

### Module 3: Improving Table Usability

- Create Lookups within a Table
- Work with Subdatasheets

### Module 4: Creating Advanced Queries

- Create Query Joins
- Create Subqueries
- Summarize Data

### Module 5: Improving Form Presentation

- Apply Conditional Formatting
- Create Tab Pages with Subforms and Other Controls

### Module 6: Creating Advanced Reports

- Apply Advanced Formatting to a Report
- Add a Calculated Field to a Report
- Control Pagination and Print Quality
- Add a Chart to a Report

## ACTIVITIES INCLUDED