



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

# Microsoft® Office Access® 2021: Part 2

**Duration: 1 Day**

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

---

**Certification:** Microsoft Office Specialist (MOS): Access Expert  
(Office 365 and Office 2021) — **Exam:** MO-500

---

## Course Description

Your training and experience using Microsoft® Office Access® have given you basic database management skills. In this course, participants will expand their knowledge of relational database design. They will learn to promote quality input from users, improve database efficiency and promote data integrity, and implement advanced features in tables, queries, forms, and reports. At the end of this course, participants will be able to create a robust, functional database for their users.

**NOTE:** This course is the **first** part of a three-course series that covers the skills needed to perform database design and development in Access.

- Microsoft Office Access 2021: Part 1
- Microsoft Office Access 2021: Part 2
- Microsoft Office Access 2021: Part 3

## 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 Office Access 2021.

## Prerequisites

To attend this course, candidates must have completed the following course or have the equivalent knowledge and experience:

- Microsoft Office Access 2021: Part 1



**Microsoft** Partner

**Tel:** 876-978-1107 / 876-978-1486

**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

