

Course Name

Microsoft Access Level 2

Course Duration

One Day

Course Objectives

This course is designed for those who wish to gain intermediate-level skills or whose job responsibilities include constructing relational databases, performing database maintenance, creating advanced queries and reports, or integrating Access with other programs.

Course Content

- **Designing a Relational Database**
 - Relational Database Design
 - Create a Table
 - Create Table Relationships
- **Joining Tables**
 - Create Query Joins
 - Join Tables That Have No Common Fields
 - Relate Data within a Table
 - Work with Subdatasheets
 - Create Subqueries
- **Organizing a Database for Efficiency**
 - Data Normalization
 - Create a Junction Table
 - Improve Table Structure
- **Sharing Data Across Applications**
 - Import Data into Access
 - Export Data to Text File Formats
 - Export Access Data to Excel
 - Create a Mail Merge
- **Advanced Reporting**
 - Organize Report Information
 - Format Reports
 - Include Control Formatting in a Report
 - Add a Calculated Field to a Report
 - Add a Subreport to an Existing Report

Prerequisites

Microsoft Access Level 1, or equivalent level of knowledge.

Interested in this course?

Contact us today to see how Insight can tailor training to suit your needs. Call us on **08452 306 099** or visit our website **insighta.co.uk**