

Microsoft Office Access 2013: Part 2

Course Length: 1 day (8:30am - 4:00pm)

Cost: \$310.00 plus GST (course materials included)

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

In this course, you will work with relational database structure, efficiency, integrity, and customization. You will:

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Share data among Access and other applications.
- Customize reports to organize the displayed information and produce specific print layouts.

Course Outline:

Lesson 1: Designing a Relational Database

- Relational database design
- Create a table
- Create table relationships

Lesson 2: Joining Tables

- Create query joins
- Join tables that have no common fields
- Relate data within a table
- Work with subdatasheets
- Create subqueries

Lesson 3: Organizing a Database for Efficiency

- Data normalization

- Create a junction table
- Improve table structure

Lesson 4: Sharing Data Across Applications

- Import data into Access
- Export data to text file formats
- Export access data to excel
- Create a mail merge

Lesson 5: 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

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