



Microsoft Access 2016 Level 2

Expanding your knowledge of relational database design will result in a robust, functional database for your end users. Topics include joining tables to retrieve data from unrelated tables; validating data entered into a database; writing advanced queries to manipulate your data; structuring existing data; organizing the database for efficiency and performance; maintaining data integrity; and customizing reports.

Who Should Take This Course?

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

Course Objectives

- Design a relational database.
- Join tables to retrieve data from unrelated tables.
- Validate data entered into a database.
- Use advanced queries to manipulate your data.
- Organize a database for efficiency and performance, and to maintain data integrity.
- Customize reports to organize the displayed information and produce specific print layouts.

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Microsoft Access Level 1 or equivalent experience

Course Content

Designing a Relational Database

- Relational Database Design
- Create a Table
- Create Table Relationships

Joining Tables

- Create Query Joins
- Relate Data Within a Table
- Work with Subdatasheets

Using Data Validation

- Use Field Validation
- Use Form and Record Validation



Creating Advanced Queries

- Create Parameter Queries
- Summarize Data
- Create Subqueries
- Create Action Queries
- Create Unmatched and Duplicate Queries

Organizing a Database for Efficiency

- Data Normalization
- Create a Junction Table
- Improve Table Structure

Using Advanced Reporting Techniques

- Include Control Formatting in a Report
- Add a Calculated Field to a Report
- Add a Subreport to an Existing Report

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Continuing Education Unit (CEU) letter, **after the final session**. You must attend 80 percent of the course to qualify for the letter.* To request a CEU letter, please stop by the front desk after the last session of class and complete the CEU Request Form.

Certificates of Completion for Certificate Programs

Certificates of Completion are automatically given at the end of the certificate program to those who have registered for a certificate program series (or after Part 2 of the series, when applicable) as long as attendance* and other program requirements have been met. If you complete a certificate program by taking courses individually (not through a series), please stop by the front desk and complete a Certificate Request Form. Attendance requirements for certificate programs vary by certificate and can be found by visiting [Certificate Programs & Certifications](#) on our website.

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is the students' responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with



CONTINUING EDUCATION Course Outline

your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

Green River College is an equal opportunity educator and employer. Learn more at www.greenriver.edu/accessibility.