



CONTINUING EDUCATION

Course Outline

Microsoft Access 2019 Level 2

Your training and experience using Microsoft Access has given you basic database management skills, such as creating tables, designing forms and reports and building queries. In this course, you will learn how to create advanced queries, advanced reports and advanced forms. You will also learn how to create macros and how to manage your databases. Extending your knowledge of Access will result in a robust, functional database for your users.

Who Should Take This Course?

You will benefit most from this course if you want to be an advanced user of Access 2019. This course is best suited to database end users rather than database designers/managers.

Course Objectives

- Create advanced queries
- Create advanced forms
- Create advanced reports
- Create basic macros
- Manage a database

Course Info

- Length: 7 hours
- Format: Classroom instruction, demonstration and practice
- Prerequisite: Microsoft Access 2019 Level 1 or equivalent experience

Course Content

Advanced Queries

- Group and summarize queries
- Control relationship options for cascading updates and deletes
- Index tables to boost query performance

Advanced Forms

- Create and work with subforms
- Work with advanced control types
- Understand specialized form types

Macros

- Create basic macros
- Use variables
- Troubleshoot macros

Database Management

- Compact and repair a database
- Restore a database from a backup
- Perform various maintenance tasks

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/Continuing Education Unit (CEU) 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 Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

*Attendance is verified through the Sign-in Sheet/Roster. It is your responsibility to sign-in at every session.

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The accommodations authorized on your forms should be discussed with 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.