Course Name	Microsoft Access 2016 Intermediate
Course Duration	2 Days
Course Structure	Instructor-Led
Course Overview	Your training and experience using Microsoft® Access® 2016 has given you basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, validate data entered into a database, and customize reports. Extending your knowledge of Microsoft Access 2016 will result in a robust, functional database for your users. You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016. **Audience profile** Target Student: 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 Outcome	In this course, you will create and manage an Access 2016 database. After completing this course, students will be able to: • 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 Details	**Lesson 1: Designing a Relational Database** Topic A: Relational Database Design Topic B: Create a Table Topic C: Create Table Relationships **Lesson 2: Joining Tables** Topic A: Create Query Joins Topic B: Relate Data Within a Table Topic C: Work with Subdatasheets **Lesson 3: Using Data Validation** Topic A: Use Field Validation Topic B: Use Form and Record Validation **Lesson 4: Creating Advanced Queries** Topic A: Create Parameter Queries Topic B: Summarize Data Topic C: Create Subqueries Topic D: Create Action Queries Topic E: Create Unmatched and Duplicate Queries