

Course Content of Advance Level Ms Access:

Lesson 1: Organizing a Database for Efficiency

Topic A: Data Normalization

Topic B: Create a Junction Table

Topic C: Improve Table Structure

Lesson 2: Joining Tables

Topic A: Create Query Joins

Topic B: Relate Data Within a Table

Topic C: Work with Subdatasheets

Lesson 3: 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

Lesson 4: Using Advanced Reporting Techniques

Topic A: Include Control Formatting in a Report

Topic B: Add a Calculated Field to a Report

Topic C: Add a Subreport to an Existing Report

Lesson 5: Implementing Advanced Form Design

Topic A: Add Controls to Forms

Topic B: Enhance Navigation and Organization of Forms

Topic C: Apply Conditional Formatting

Lesson 6: Using Data Validation

Topic A: Use Field Validation

Topic B: Use Form and Record Validation

Lesson 7: Using Macros to Improve User Interface Design

Topic A: Create a Macro

Topic B: Restrict Records Using a Condition

Topic C: Validate Data Using a Macro

Topic D: Automate Data Entry Using a Macro

Lesson 8: Using Advanced Database Management

Topic A: Manage a Database

Topic B: Determine Object Dependency

Topic C: Document a Database