Course Title: Microsoft Access II

Course Description:
This class builds on the basic database concepts learned in Access I. New topics include displaying totals in queries, creating calculations in queries, crosstab queries, enhanced form design, customizing reports to group and sort data, and performing report calculations.

Course Prerequisite(s):
Microsoft Access I

Course Objectives:
1. Building and Modifying Forms
2. Refining Queries
3. Using Advanced Report Features
4. Creating and modifying Relationships

Student Expectations:

Textbook(s):
Microsoft Access 2010: Level 2
Labyrinth Learning

Certification Notes:

Next Class Possibilities:
Access III

Instructor Notes:

Lesson Plan – by week or session
Session 1: Designing a Relational Database
- Designing a Relational Database
- Examining and editing database objects
- Creating a split form
- Working with relationships
- Reviewing relationship join properties
- Identifying Object Dependencies

Session 2: Creating Complex Queries
- Identifying Advanced Query Features
- Creating Select Queries
- Creating an Running Parameter Queries
• Creating a Calculated Field in a Query
• Creating and Running Action Queries
• Protecting and Repairing a Database

Session 3: **Customizing Input Forms**
• Customizing form design
• Creating forms
• Modifying form controls
• Modifying Form Layout
• Creating Multiple Items Forms
• Printing Forms

Session 4: **Creating Custom Reports**
• Using report design view
• Creating a report in design view
• Modifying a report in design view
• Performing report calculations
• Creating labels using the label wizard
• Printing reports

Session 5: **Instructor Discretion**

Session 6: **Summary**
• Review
• Questions and Answers