

<b>Course</b>	<b>Access Level Two</b>
<b>Length</b>	1- 3 hours
<b>Audience</b>	This class is for those people who need to refine their skills in Access. Covered topics include normalizing tables, table relationships and integrity, data validation and indexing. Multiple-table queries, enhanced form design and custom reports are also covered.
<b>Prerequisites</b>	Participants should be experienced computer users and must have completed Access Level One or have equivalent experience.
<b>Topics</b>	<p><b><i>Module 1: Principles of Table Design</i></b></p> <ul style="list-style-type: none"><li>◆ Normalizing data</li><li>◆ Junction tables and foreign keys</li></ul> <p><b><i>Module 2: Principles of Table Relationships</i></b></p> <ul style="list-style-type: none"><li>◆ Analyzing table relationships</li><li>◆ Establishing and testing referential integrity</li></ul> <p><b><i>Module 3: Table Design Techniques</i></b></p> <ul style="list-style-type: none"><li>◆ Data validation techniques</li><li>◆ Database checks/ audits</li></ul> <p><b><i>Module 4: Designing Select Queries</i></b></p> <ul style="list-style-type: none"><li>◆ Working with calculations</li><li>◆ Creating multiple-table queries</li></ul> <p><b><i>Module 5: Enhanced Form Design</i></b></p> <ul style="list-style-type: none"><li>◆ Customizing the form design</li><li>◆ Adding calculations to a form</li><li>◆ Adding combo boxes</li><li>◆ Sub-forms</li></ul> <p><b><i>Module 6: Customizing Reports</i></b></p> <ul style="list-style-type: none"><li>◆ Customizing reports created by the Report Wizard</li><li>◆ Sub-reports</li></ul>