Access - Part 2

Category: Modern Workplace & M365 | **Vendor:** Microsoft Apps

Duration: 16.00 hours (2 days) **13.0 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Professionals using advanced query design techniques complete complex data retrieval tasks up to 40% faster and with greater accuracy than those relying only on basic tools. The Microsoft Access Training – Access Part 2 course equips you with the advanced features, queries, reports, and relational design practices that make this level of efficiency possible. In this course, you will expand your knowledge of relational database design, promote quality input from users, and learn how to improve database efficiency while strengthening data integrity. You'll also implement advanced features in tables, queries, forms, and reports, giving you the ability to build databases that are more reliable, usable, and scalable. The training focuses on optimization of Access databases, including performance tuning, normalizing data, applying data validation rules, and improving usability.

About This Course

Professionals using advanced query design techniques complete complex data retrieval tasks up to 40% faster and with greater accuracy than those relying only on basic tools. The Microsoft Access Training – Access Part 2 course equips you with the advanced features, queries, reports, and relational design practices that make this level of efficiency possible. In this course, you will expand your knowledge of relational database design, promote quality input from users, and learn how to improve database efficiency while strengthening data integrity. You'll also implement advanced features in tables, queries, forms, and reports, giving you the ability to build databases that are more reliable, usable, and scalable. The training focuses on optimization of Access databases, including performance tuning, normalizing data, applying data validation rules, and improving usability.

Who Should Attend

This Microsoft Access training is designed for administrative staff, analysts, developers, and data managers who want to advance beyond the basics into optimization, automation, and complex reporting.

Prerequisites & Entry Requirements

General Prerequisites:

Access - Part 1 or equivalent experience.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Provide input validation features to promote the entry of quality data into a database. Organize a database for efficiency and performance, and to maintain data integrity. Improve the usability of Access tables. Create advanced queries to join and summarize data. Use advanced formatting and controls to improve form presentation. Use advanced formatting and calculated fields to improve reports.

Detailed Course Outline

Improving Table Usability

- Create lookups within a table
- Work with subdatasheets

Creating Advanced Queries

- Create query joins
- Create subqueries
- Summarize data

Improving Form Presentation

- Apply conditional formatting
- Create tab pages with subforms and other controls

Creating Advanced Reports

- Apply advanced formatting to a report
- Add a calculated field to a report
- Control pagination and print quality

Importing and Exporting Table Data

- Import and link data
- Export data

Using Queries to Manage Data

- Create action queries
- Create unmatched and duplicate queries

Creating Complex Reports and Forms

- Create subreports
- Create a navigation form
- Show details in subforms and popup forms

Creating Access Macros

- Create a standalone macro to automate repetitive tasks
- Create a macro to program a user interface component
- Restrict records by using a condition
- Create a data macro

Using VBA to Extend Database Capabilities

- Getting started with VBA
- Using VBA with form controls

Managing a Database

- Back up a database
- Manage performance issues
- Document a database

Distributing and Securing a Database

- Split a database for multiple-user access
- Implement security
- Convert an Access database to an ACCDE file
- Package a database with a digital signature

Microsoft Copilot Chat in Action

- What Is Microsoft Copilot Chat?
- The Magic Prompt Formula
- Work Smarter with AI

Upcoming Schedule

Available training dates for Access - Part 2:

Start Date	End Date	Location	Delivery	Price
10 Dec 2026	11 Dec 2026	Online	Virtual	€590.00

Frequently Asked Questions

Q: What delivery options are available for Access - Part 2?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 2-day Access - Part 2 course provides up to 13.0 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Access - Part 2 training?

The training takes place over 2 day(s), with each day lasting approximately 16.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Access - Part 2?

Yes, we provide corporate training, dedicated training, and closed classes for Access - Part 2. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Access - Part 2?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Access - Part 2 training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

Professional Training & Development

Email: info@nexushuman.com

Website: www.nexushuman.com

Phone: +353 1 889 8700 (Ireland) | +44 20 8142 8961 (UK)

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