

Advanced Topics in Access: Database Design

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Course Objectives

One of the most important aspects of setting up a database is the design process. In this course, you will learn to design databases using several accepted database design principles and techniques. Throughout class, you will work with a few sets of related tables to design an effective database application that includes queries, forms, and reports.

Specific course topics include:

- Understanding and applying rules for designing databases.
- Creating global relationships between two and three tables.
- Designing queries to extract data from multiple tables.
- Designing effective reports to show detail data and summary information from related tables.
- Understanding the types of joins and how to use them to extract the data you need.
- Creating flat forms and main/subforms to show data from related tables.
- Updating one table using information from a related table.