Microsoft Access for Office 365: Part 2

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

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

Your training and experience using Microsoft® Access® has given you basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design; promote quality input from users; improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. Extending your knowledge of Access will result in a robust, functional database for your users.This course is the second part of a three-course series that covers the skills needed to perform database design and development in Access.Microsoft® Access® for Office 365 : Part 1 : Focuses on the design and construction of an Access database viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.Microsoft® Access® for Office 365 : Part 2 (this course): Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.Microsoft® Access® for Office 365 : Part 3 : Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

About This Course

Your training and experience using Microsoft® Access® has given you basic database management skills, such as creating tables, designing forms and reports, and building queries. In this course, you will expand your knowledge of relational database design; promote quality input from users; improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. Extending your knowledge of Access will result in a robust, functional database for your users.This course is the second part of a three-course series that covers the skills needed to perform database design and development in Access.Microsoft® Access® for Office 365 : Part 1 : Focuses on the design and construction of an Access database viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.Microsoft® Access® for Office 365 : Part 2 (this course): Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.Microsoft® Access® for Office 365 : Part 3 : Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

Who Should Attend

This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases and developing tables, queries, forms, and reports in Microsoft Access for Microsoft 365.

Learning Outcomes

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

In this course, you will optimize an Access database. You will:

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

Lesson 1: Promoting Quality Data Input

- Topic A: Restrict Data Input Through Field Validation
- Topic B: Restrict Data Input Through Forms and Record Validation

Lesson 2: Improving Efficiency and Data Integrity

- Topic A: Data Normalization
- Topic B: Associate Unrelated Tables
- Topic C: Enforce Referential Integrity

Lesson 3: Improving Table Usability

- Topic A: Create Lookups Within a Table
- Topic B: Work with Subdatasheets

Lesson 4: Creating Advanced Queries

- Topic A: Create Query Joins
- Topic B: Create Subqueries
- Topic C: Summarize Data

Lesson 5: Improving Form Presentation

- Topic A: Apply Conditional Formatting
- Topic B: Create Tab Pages with Subforms and Other Controls

Lesson 6: Creating Advanced Reports

- Topic A: Apply Advanced Formatting to a Report
- Topic B: Add a Calculated Field to a Report
- Topic C: Control Pagination and Print Quality
- Topic D: Add a Chart to a Report

Additional Course Details

Nexus Humans Microsoft Access for Office 365: Part 2 training program is a workshop that presents an invigorating mix of sessions, lessons, and masterclasses meticulously crafted to propel your learning expedition forward.

This immersive bootcamp-style experience boasts interactive lectures, hands-on labs, and collaborative hackathons, all strategically designed to fortify fundamental concepts.

Guided by seasoned coaches, each session offers priceless insights and practical skills crucial for honing your expertise. Whether you're stepping into the realm of professional skills or a seasoned professional, this comprehensive course ensures you're equipped with the knowledge and prowess necessary for success.

While we feel this is the best course for the Microsoft Access for Office 365: Part 2 course and one of our Top 10 we encourage you to read the course outline to make sure it is the right content for you.

Additionally, private sessions, closed classes or dedicated events are available both live online and at our training centres in Dublin and London, as well as at your offices anywhere in the UK, Ireland or across EMEA.

Frequently Asked Questions

Q: What delivery options are available for Microsoft Access for Office 365: 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 1-day Microsoft Access for Office 365: Part 2 course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Microsoft Access for Office 365: Part 2 training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Microsoft Access for Office 365: Part 2?

Yes, we provide corporate training, dedicated training, and closed classes for Microsoft Access for Office 365: 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 Microsoft Access for Office 365: 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 Microsoft Access for Office 365: 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)

© 2026 Nexus Human. All rights reserved. This brochure was generated on 13/11/2026.