

091145 - Microsoft® Access® for Office 365™: Part 2 Revision 1.0 to 1.1

Released June 2022

Section/Lesson/Topic Section	Name	Change Type
Throughout the course		<ul style="list-style-type: none"> Reshot images as the tabs for objects has a new look (no longer is the tab the theme color used in Access, it now is white with a theme color border on the top of the selected tab). Updated dates in tables from 2018 and 2019 to 2020, 2021, and 2022.
Frontmatter	Microsoft Office Software Updates	<ul style="list-style-type: none"> Here and throughout the course, reference to the subscription is changed from “Office 365” to “Microsoft 365”.
	Presentation Tips	<ul style="list-style-type: none"> Added Student Note at end of section regarding Microsoft accounts.
	Course-Specific Technical Requirements	<ul style="list-style-type: none"> Hardware—Updated supported hardware and RAM requirements. Software—Two new Student Notes.
	Setting Up the Course	<ul style="list-style-type: none"> Updated Steps 6e and f. Updated Step 10 and added new Steps 11-13 to ensure latest Office features are enabled.
Lesson 1, Topic A	How to Set Field Validation Rules	<ul style="list-style-type: none"> Updated procedure on How to Set Field Validation Rules.
	Activity: Setting a Field Input Mask	<ul style="list-style-type: none"> Updated Steps 4g-i.
Lesson 1, Topic B	How to Use Form Controls That Limit Data Entry Options	<ul style="list-style-type: none"> Updated Step 2 in both How to Add an Option Group Control and How to Add a Combo Box Control.
	Activity: Using a Combo Box Control to Limit Option Values	<ul style="list-style-type: none"> Updated Steps 6d-i.
	How to Create a Record Validation Rule	<ul style="list-style-type: none"> Updated Step 3 in How to Create a Record Validation Rule.
Lesson 2, Topic A	Activity: Running the Table Analyzer Wizard	<ul style="list-style-type: none"> Step 1d, updated step and deleted Instructor Note. Updated Step 12, including substeps. Updated Step 14, including substeps.
Lesson 2, Topic B	How to Create a Junction Table	<ul style="list-style-type: none"> Updated procedure on How to Create a Junction Table, Steps 2 and 5, including substeps.

	Activity: Using a Junction Table to Resolve a Many-to-Many Relationship	<ul style="list-style-type: none"> • Updated Steps 2e-h.
	Activity: Creating a Form to View Data Joined by a Junction Table	<ul style="list-style-type: none"> • Step 3b, added image. • Updated Steps 4d and f. • Updated Step 5j.
Lesson 2, Topic C	Database Backups (NEW)	<ul style="list-style-type: none"> • Added new KB, including figure and OV slide.
	Activity: Implementing Cascading Updates and Deletes	<ul style="list-style-type: none"> • Step 1b, added new image. • Step 4, including substeps, updated. • Updated Step 5a. • Updated Step 10, including substeps.
Lesson 3, Topic A	Activity: Creating Lookups in a Table	<ul style="list-style-type: none"> • Updated images in Activity. • Updated Step 3f.
	Summary	<ul style="list-style-type: none"> • Updated.
Lesson 4, Topic A	Types of Joins	<ul style="list-style-type: none"> • Added bulleted list of join types.
	How to Create Query Joins	<ul style="list-style-type: none"> • Updated procedure on How to Create a Self Join, Steps 2-3.
	Activity: Creating Inner and Outer Joins	<ul style="list-style-type: none"> • Added a new figure to the Scenario. • Updated Step 2, including substeps • Updated Steps 6a and b.
	Activity: Creating a Self Join	<ul style="list-style-type: none"> • Updated Steps 1b and 2b-e.
	Activity: Showing Records with Null Values	<ul style="list-style-type: none"> • Updated Step 1, including substeps. • Added new Step 5b.
Lesson 4, Topic B	How to Create Subqueries	<ul style="list-style-type: none"> • Updated Step 3.
	Activity: Using a Subquery in a Query	<ul style="list-style-type: none"> • Updated Step 2, including substeps. • Updated Step 4, including substeps. • Updated Step 5i.
Lesson 4, Topic C	Activity: Creating a Crosstab Query	<ul style="list-style-type: none"> • Updated Step 1, including substeps.
Lesson 5, Topic A	Activity: Changing the Display of Data Conditionally	<ul style="list-style-type: none"> • Step 2c, added Instructor Note.
Lesson 5, Topic B	How to Use the Tab Control	<ul style="list-style-type: none"> • Form Design Tools→Design is now just Form Design. Updated in all procedures.
	Activity: Creating Tab Pages	<ul style="list-style-type: none"> • Updated Design tab to Form Design tab throughout.

	How to Include Attachments in a Database	<ul style="list-style-type: none"> • Form Design Tools→Design is now just Form Design.
	Activity: Adding Attachments to a Database	<ul style="list-style-type: none"> • Step 1 updated, including all substeps. • Step 2c, added new image.
	Activity: Adding a Subform to a Page	<ul style="list-style-type: none"> • Updated Scenario. • Updated Step 2d. • Step 3a, added new Student Note about the Property Sheet. • Updated Steps 5 and 6, including substeps.
Lesson 6, Topic A	Report Format Options	<ul style="list-style-type: none"> • Added Instructor Note regarding slide presentation tip. • Added last sentence regarding tools for Format and Page Setup. • Updated slides and removed slide for Print Preview Tools.
	How to Show Data Bars in a Field	<ul style="list-style-type: none"> • Updated Step 1 in How to Format Report Fields to Show Data Bars.
	Activity: Showing Data Bars in Fields	<ul style="list-style-type: none"> • Updated Step 2k.
	Themes	<ul style="list-style-type: none"> • Updated last sentence on how to apply a theme.
	How to Format a Report	<ul style="list-style-type: none"> • In How to Apply a Theme to a Report, updated Steps 2 and 3. • In How to Apply Quick Styles to Form Controls, updated Step 1. • In How to Add an Image to a Report, updated Steps 1-3. • In How to Format a Report, updated Step 1.
	Activity: Formatting a Report	<ul style="list-style-type: none"> • Updated Step 2c and i. • Updated Step 3c and added new substep k.
Lesson 6, Topic B	How to Add a Calculated Field to a Report	<ul style="list-style-type: none"> • In How to Add a Calculated Text Box, updated Step 3. • In How to Create a Calculation Through Expression Builder, added new Step 2 and removed Student Note. • Added new procedure on How to Create a Calculation Using the Zoom Dialog Box.
	Activity: Adding a Calculated Value to a Report	<ul style="list-style-type: none"> • Updated Step 1d.
Lesson 6, Topic C	Report Pagination	<ul style="list-style-type: none"> • The tab is now Report Design.
	Activity: Preparing a Report for Printing	<ul style="list-style-type: none"> • Updated Steps 1c, e and f. • Added new Step 2b. • Added new Step 4f.

Lesson 6, Topic D	How to Add a Chart to a Report	<ul style="list-style-type: none"> • Updated Step 2.
	Activity: Adding a Chart to a Report	<ul style="list-style-type: none"> • Updated Steps 2b, 3d and e. • Updated Steps 5-7, including substeps.
Appendix	Mapping Course Content to Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500	<ul style="list-style-type: none"> • Updated exam name.
	Course Files	<ul style="list-style-type: none"> • Mapping document, OVs, and Data Files updated per changes to lesson content.