



Microsoft® Access 2016 Level 4

Course Description:

Effective database management calls for mastering the advanced features of Access. In this course, you will automate the usage of the database by creating a custom application via macros. This course is designed for students who have a thorough understanding of the basic and advanced user features of the Microsoft® Office Access 2016 application, and are interested in learning to automate the functionality of the database. The course is also for the student who may need to adapt Access application to the environment.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to automate business processes by using macros, password protected databases, and set startup properties.

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

- Use hyperlinks
- Set database passwords
- Create and use macros using the Macro Designer
- Assign macros to form/report/control event
- Create forms that function as menus
- Set database startup properties

Prerequisite: Database Concepts, and Access Level 1, 2 and 3

Course Outline

Use Hyperlink

- Work with hyperlinks
- Create/Insert/Edit/Delete hyperlink field

Use Access Database Security

- Encrypt a database with a password
- Open and decrypt a database

Create Menus

- Create a blank form
- Customize forms to use as menu
- Add a command button to a menu

Create Macros

- Open the Macro Designer
- Introduce the Action Catalog
- Create a macro
- Display macro design arguments
- Save a macro
- Use single step mode for testing
- Edit an existing macro

Use Macros

- Create embedded macros
- Assign a macro to a control
- Create a command button
- Add a condition to a macro
- Create a group macro

Use Events

- Assign macros to events

Set Database Startup Properties

- Hide navigation pane
- Eliminate shortcut menu
- Eliminate most Ribbon Options
- Automatically load a form when database opens
- Name the application