



Microsoft® Access 2016 - Level 3

Course Description: You've covered many of the basic functions of Microsoft® Office Access® 2016, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

Duration: Virtual instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 1 day

Course Objectives: In this course, you will create and manage an Access 2016 database. You will;

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the start-up options.

Target Student: Students taking this course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

Prerequisite: To ensure your success in your course you should have experience working with Microsoft Access 2016, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships.

Course Outline

IMPLEMENTING ADVANCED FORM DESIGN

- Add Controls to Forms
- Enhance Navigation and Organization of Forms
- Apply Conditional Formatting

SHARING DATA ACROSS APPLICATIONS

- Import Data into Access
- Export Access Data
- Link Tables to External Data Sources
- Create a Mail Merge

USING MACROS TO IMPROVE USER INTERFACE DESIGN

- Create a Macro
- Restrict Records by Using a Condition
- Validate Data by Using a Macro
- Automate Data Entry by Using a Macro

USING VBA

- Getting Started with VBA
- Enhance Access by Using VBA

USING ADVANCED DATABASE MANAGEMENT

- Manage and Document a Database
- Determine Object Dependency

DISTRIBUTING AND SECURING A DATABASE

- Splitting a Database for Multiple-User Access
- Implement Security
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

MANAGING SWITCHBOARDS

- Create and Modify Database Switchboard
- Set Start-up Options