Microsoft Access Level 3

Course Length: 1-day (8:30am – 4:00pm)

Course Cost $310.00 + applicable taxes

Overview

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. Today's training, added to that which you've gained from the *Microsoft® Office Access® 2016: Part 1* and *Microsoft® Office Access® 2016: Part 2* courses, rounds out your Access education and provides you with marketable job skills.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016.

Course Objectives

In this course, you will learn to create and manage a fundamental 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.

Course Content

Lesson 1: Implementing Advanced Form Design

Topic A: Add Controls to Forms

Topic B: Enhance Navigation and Organization of Forms

Topic C: Apply Conditional Formatting

Lesson 2: Sharing Data Across Applications
Topic A: Import Data into Access
Topic B: Export Access Data
Topic C: Link Tables to External Data Sources
Topic D: Create a Mail Merge

Lesson 3: Using Macros to Improve User Interface Design
Topic A: Create a Macro
Topic B: Restrict Records by Using a Condition
Topic C: Validate Data by Using a Macro
Topic D: Automate Data Entry by Using a Macro

Lesson 4: Using VBA
Topic A: Getting Started with VBA
Topic B: Enhance Access by Using VBA

Lesson 5: Using Advanced Database Management
Topic A: Manage a Database
Topic B: Determine Object Dependency
Topic C: Document a Database

Lesson 6: Distributing and Securing a Database
Topic A: Splitting a Database for Multiple-User Access
Topic B: Implement Security
Topic C: Convert an Access Database to an ACCDE File
Topic D: Package a Database with a Digital Signature

Lesson 7: Managing Switchboards
Topic A: Create a Database Switchboard
Topic B: Modify a Database Switchboard
Topic C: Set Start-up Options