Microsoft® Office Access® 2016: Part 3

Course Number:
091047
Course Length:
1 day

Course Description

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 multi-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.
Does this content need to be added?

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 startup 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.

Prerequisites:
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. You can obtain this level of skill and knowledge by taking the following Logical Operations courses:
- *Microsoft® Office Access® 2016: Part 1*
- *Microsoft® Office Access® 2016: Part 2*

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 Using a Condition
Topic C: Validate Data Using a Macro
Topic D: Automate Data Entry Using a Macro

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