Microsoft Office Access 2016: Part 3

Course Summary

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 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.

Objectives
At the end of this course, students will be able to:

- Create and manage a fundamental Access 2016 database.
- 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.

Topics

- Implementing Advanced Form Design
- Sharing Data across Applications
- Using Macros to Improve User Interface Design
- Using VBA
- Using Advanced Database Management
- Distributing and Securing a Database
- Managing Switchboards

Audience

This course is designed for 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 courses:

- Microsoft Office Access 2016: Part 1
- Microsoft Office Access 2016: Part 2

Duration

One day

Microsoft Office Access 2016: Part 3

Course Outline

I.   Implementing Advanced Form Design
   A. Add Controls to Forms
   B. Enhance Navigation and Organization of Forms
   C. Apply Conditional Formatting

II.   Sharing Data Across Applications
   A. Import Data into Access
   B. Export Access Data
   C. Link Tables to External Data Sources
   D. Create a Mail Merge

III. Using Macros to Improve User Interface Design
   A. Create a Macro
   B. Restrict Records Using a Condition
   C. Validate Data Using a Macro
   D. Automate Data Entry Using a Macro

IV.   Using VBA
   A. Getting Started with VBA
   B. Enhance Access Using VBA

V.   Using Advanced Database Management
   A. Manage a Database
   B. Determine Object Dependency
   C. Document a Database

VI.   Distributing and Securing a Database
   A. Splitting a Database for Multiple User Access
   B. Implement Security
   C. Convert an Access Database to an ACCDE File
   D. Package a Database with a Digital Signature

VII. Managing Switchboards
   A. Create a Database Switchboard
   B. Modify a Database Switchboard
   C. Set Startup Options