

Microsoft Office Access 2019: Part 3

Course Summary

Description

You've covered many of the basic functions of Microsoft Office Access, 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.

This course is the third part of a three-course series that covers the skills needed to perform basic database design and development in Access 2019.

- Microsoft Office Access 2019: Part 1: Focuses on the design and construction of an Access database — viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.
- Microsoft Office Access 2019: Part 2: Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.
- Microsoft Office Access 2019: Part 3 (this course): Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.

Objective

In this course, you will learn to create and manage a fundamental Access 2019 database. You will:

- Share data across applications.
- Use action, unmatched, and duplicate queries to manage data.
- Create complex reports and forms.
- Use macros to improve user interface design.
- Use VBA to extend database capabilities.
- Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.
- Implement security strategies and distribute a database to multiple users.

Audience

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2019 and need to learn advanced skills

Topics

- Importing and Exporting Table Data
- Using Queries to Manage Data
- Creating Complex Reports and Forms
- Creating Access Macros
- Using VBA to Extend Database Capabilities
- Managing a Database
- Distributing and Securing a Database

Prerequisite

To ensure your success, you should have experience working with Access 2019, 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.

Duration

One Day

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Course Outline

- I. *Importing and Exporting Table Data*
 - A. Import and Link Data
 - B. Export Data
 - C. Create a Mail Merge
- II. *Using Queries to Manage Data*
 - A. Create Action Queries
 - B. Create Unmatched and Duplicate Queries
- III. *Creating Complex Reports and Forms*
 - A. Create Subreports
 - B. Create a Navigation Form
 - C. Show Details in Subforms and Popup Forms
- IV. *Creating Access Macros*
 - A. Create a Standalone Macro to Automate Repetitive Tasks
 - B. Create a Macro to Program a User Interface Component
 - C. Restrict Records by Using a Condition
 - D. Create a Data Macro
- V. *Using VBA to Extend Database Capabilities*
 - A. Getting Started with VBA
 - B. Using VBA with Form Controls
- VI. *Managing a Database*
 - A. Back Up a Database
 - B. Manage Performance Issues
 - C. Document a Database
- VII. *Distributing and Securing a Database*
 - A. Split a Database for Multiple-User Access
 - B. Implement Security
 - C. Convert an Access Database to an ACCDE File