

Microsoft® Office Access® 2016: Part 3

Course length: 1 day(s)

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 multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. This course, 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,

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 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



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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