VANTAGEP•INT
I.T. TRAINING & CONSULTING

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Microsoft® Office Access® 2016: Part 3
Course Specifications

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.

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.

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.

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

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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