

## 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 multiple-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.

You can also use the course to prepare for the Microsoft Office Specialist (MOS) Certification exam for Microsoft Access 2016.



# MICROSOFT OFFICE ACCESS 2016, LEVEL 3

COURSE DURATION: 1 DAY

## 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 start-up 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

- Add Controls to Forms
- Enhance Navigation and Organization of Forms
- Apply Conditional Formatting

### Lesson 2: Sharing Data Across Applications

- Import Data into Access
- Export Access Data
- Link Tables to External Data Sources
- Create a Mail Merge

### Lesson 3: Using Macros to Improve User Interface Design

- Create a Macro
- Restrict Records by Using a Condition
- Validate Data by Using a Macro
- Automate Data Entry by Using a Macro

### Lesson 4: Using VBA

- Getting Started with VBA
- Enhance Access by Using VBA

### Lesson 5: Using Advanced Database Management

- Manage a Database
- Determine Object Dependency
- Document a Database

### Lesson 6: Distributing and Securing a Database

- Splitting a Database for Multiple-User Access
- Implement Security
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

### Lesson 7: Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Start-up Options