Course Length -- *1 Day*
Course Format --*Instructor-Led*

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Microsoft® Access® 2013
Advanced

Course Description

Course Overview: 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 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 previous two days, 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 exams for Microsoft Access 2013.

Target Student: Students taking this course are database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills.

Prerequisites: To ensure your success in your course you should have experience working with Microsoft Access 2013, 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 CompuTrain course:

- Microsoft® Office Access® 2013: Introduction (2 Day)

Course Objectives

Upon successful completion of this course, students will be able to:

- Customize a form layout to improve usability and efficiency of data entry.
- Add user interface features to validate data entry.
- Use macros to improve user interface design.
- 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.

Course Content

Lesson 1: Implementing Advanced Form Design

- Add Controls to Forms
- Create Subforms
- Organize Information with Tab Pages
- Enhance Navigation of Forms
- Apply Conditional Formatting

Lesson 2: Using Data Validation

- Field Validation
- Form and Record Validation

Lesson 3: Using Macros to Improve User Interface Design

- Create a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro
- Convert a Macro to VBA

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Course Content (continued from previous page)

Lesson 4: Using Advanced Database Management
- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

Lesson 5: Distributing and Securing a Database
- Split a Database for Multiple User Access
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

Lesson 6: Managing Switchboards
- Create a Database Switchboard
- Modify a Database Switchboard
- Set Startup Options

Appendix A: Microsoft Office Access 2013 Exam 77-424

Appendix B: Microsoft Access 2013 Common Keyboard Shortcuts