



# Microsoft® Access® 2016/365: Advanced

## Course Description

**Course 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.

**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 CompuTrain courses:

- Microsoft® Access® 2016/365: Introduction
- Microsoft® Access® 2016/365: Intermediate

## 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.

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## Course Content (continued from previous page)

### 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 Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

### Lesson 4: Using VBA

- Getting Started with VBA
- Enhance Access 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 Startup Options