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

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Microsoft® Access® 365 Advanced

Course Description

Course Overview: You've covered many of the basic functions of Microsoft® Office Access® 365, 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 covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 365 and Office 2019): Exam MO-500 certification.

Target Student: Students taking this course are database administrators or prospective database administrators who have experience working with Access 365 and need to learn advanced skills.

Prerequisites: To ensure your success in your course you should have experience working with Microsoft Access 365, 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® 365: Introduction

Course Objectives

In this course, you will learn to create and manage a fundamental Access 365 database.
You will:

- Share data across applications.
- Use action, unmatched, and duplicate queries to manage data.
- Create complex reports and forms.
- Use macros to improve user interface design.
- Use VBA to extend database capabilities.
- Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.
- Implement security strategies and distribute a database to multiple users.

Course Content (continued on next page)

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Course Content (continued from previous page)

Lesson 1: Importing and Exporting Table Data
- Import and Link Data
- Export Data
- Create a Mail Merge

Lesson 2: Using Queries to Manage Data
- Create Action Queries
- Create Unmatched and Duplicate Queries

Lesson 3: Creating Complex Reports and Forms
- Create Subreports
- Create a Navigation Form
- Show Details in Subforms and Popup Forms

Lesson 4: Creating Access Macros
- Create a Standalone Macro to Automate Repetitive Tasks
- Create a Macro to Program a User Interface Component
- Restrict Records by Using a Condition
- Create a Data Macro

Lesson 5: Using VBA to Extend Database Capabilities
- Getting Started with VBA
- Using VBA with Form Controls

Lesson 6: Managing a Database
- Back Up a Database
- Manage Performance Issues
- Document a Database

Lesson 7: Distributing and Securing a Database
- Split a Database for Multiple-User Access
- Implement Security
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

Appendix A: Mapping Course Content to Access Expert (Office 365 and Office 2019): Exam MO-500

Appendix B: Microsoft® Office Access® 365 Common Keyboard Shortcuts

Appendix C: More Queries and Calculations

Appendix D: Common SQL Commands