COURSE OVERVIEW

Course Name:
Microsoft Access 2016: Level 3

Gauteng:
3rd Floor 34 Whitely Road
Melrose Arch
Johannesburg
2196
Tel: 087 941 5764
sales@impactful.co.za

Gauteng:
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192 Bram Fischer Drive
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2160
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Cape Town:
3rd Floor Thomas Pattullo Building
19 Jan Smuts St
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8000
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COURSE DURATION: 1 Day

COURSE OVERVIEW

Knowledge of advanced Access features separate database professionals from the casual database users or occasional designers. This course rounds out your Access education and provides you with marketable job skills.

COURSE OBJECTIVES

At the end of this course, you will be able to use advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access.

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.

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COURSE OUTLINE

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
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 by Using a Condition
Topic C: Validate Data by Using a Macro
Topic D: Automate Data Entry by Using a Macro

Lesson 4: Using VBA
Topic A: Getting Started with VBA
Topic B: Enhance Access by 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 Start-up Options

Appendix A: Microsoft Office Access 2016 Exam 77-730

Appendix B: Microsoft Access 2016 Common Keyboard Shortcuts

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