COURSE OVERVIEW

Course Name:
Microsoft Access 2019: Level 3

COURSE DURATION: 1 Day

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

Gauteng:
192 on Bram
192 Bram Fischer Drive
Ferndale, Randburg
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Cape Town:
3rd Floor Thomas Pattullo Building
19 Jan Smuts St
Cape Town
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COURSE OVERVIEW

You know many of the basic functions of Microsoft Office Access, and now you are ready to learn advanced Access features. Knowledge of these features separate database professionals from the casual database users or occasional designers.

COURSE OBJECTIVES

Upon successful completion of this course, you will be able to manage the database, import and export data, use action queries to manage data, create complex forms and reports, create macros, and use tools to manage, distribute, and secure a database.

You will

- 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 and checking object dependencies.
- Implement security strategies and distribute a database to multiple users.

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COURSE OUTLINE

Lesson 1: Importing and Exporting Table Data
    Topic A: Import and Link Data
    Topic B: Export Data
    Topic C: Create a Mail Merge

Lesson 2: Using Queries to Manage Data
    Topic A: Create Action Queries
    Topic B: Create Unmatched and Duplicate Queries

Lesson 3: Creating Complex Reports and Forms
    Topic A: Create Subreports
    Topic B: Create a Navigation Form
    Topic C: Show Details in Subforms and Popup Forms

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

Lesson 5: Using VBA to Extend Database Capabilities
    Topic A: Getting Started with VBA
    Topic B: Using VBA with Form Controls

Lesson 6: Managing a Database
    Topic A: Back Up a Database
    Topic B: Manage Performance Issues
    Topic C: Document a Database

Lesson 7: Distributing and Securing a Database
    Topic A: Split 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

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

Appendix B: Microsoft® Office Access® 2019 Common Keyboard Shortcuts

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