

Microsoft® Access® for Office 365™: Part 3



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Course Duration: 1 day

Course Description

Overview:

You've covered many of the basic functions of Microsoft® 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 multiple-user access, and more. Knowledge of these features separates database professionals from the casual database users or occasional designers.

This course is the third part of a three-course series that covers the skills needed to perform basic database design and development in Access.

- Microsoft® Access® for Office 365™: Part 1 : Focuses on the design and construction of an Access database —viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.
- Microsoft® Access® for Office 365™: Part 2 : Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.
- Microsoft® Access® for Office 365™: Part 3 (this course): Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.

This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

Course Objectives:

In this course, you will manage an Access database and add complex database features to improve its usability, efficiency, performance, and security.

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.

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- 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.

Target Student:

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

Prerequisites:

To ensure your success in this course, you should have experience working with Access, including a working knowledge of database design and creation, form design and creation, report design and creation, and a working knowledge of database querying and the various table relationships. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- Microsoft® Access® for Office 365™: Part 1
- Microsoft® Access® for Office 365™: Part 2

Course Content

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

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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: Filter Records by Using a Condition
- Topic D: Create a Data Macro

Lesson 5: Using VBA to Extend Database Capabilities

- Topic A: Introduction to VBA
- Topic B: Use 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

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