



Access – Advanced

Description

Do you have a solid grasp of Microsoft Access basics and want to take a decisive step forward? This advanced Access training will enable you to unlock the full potential of this database management tool. Indeed, many professionals use Access without knowing its sophisticated features.

Develop comprehensive database management expertise

Our Access course guides you through the discovery of professional techniques. You will learn to create elaborate forms and share your data effectively. Moreover, you will discover how to automate your tasks using macros and VBA language. These skills will transform your approach to daily work.

The training also covers essential aspects of security and deployment. You will know how to prepare your databases for multi-user environments. Encryption and data protection will hold no secrets for you. Furthermore, you will master the secure distribution of your applications.

Course Content

Module 1: Implementing advanced form design

- Add controls to forms
- Enhance form navigation and organization
- Apply conditional formatting

Module 2: Sharing data between applications

- Import data into Access
- Export Access data
- Link tables to external data sources
- Create a mail merge

Module 3: Using macros to enhance user interface design

- Create a macro
- Limit records using a condition
- Validate data using a macro

- Automate data entry using a macro

Module 4: Using VBA

- Get started with VBA
- Enhance Access using VBA

Module 5: Using advanced database management

- Manage a database
- Determine object dependencies
- Document a database

Module 6: Distributing and securing a database

- Split a database for multi-user access
- Implement security
- Convert an Access database to an ACCDE file
- Package a database with a digital signature

Module 7: Managing templates

- Create a database template
- Modify a database template
- Set startup options

Lab / Exercises

- This course includes hands-on exercises designed to reinforce your knowledge and apply your skills in real-world professional scenarios.

Documentation

- Digital course material included

Participant profiles

- Professionals regularly using databases
- Database administrators
- Data analysts
- IT project managers
- Administrative assistants managing data
- Anyone needing to acquire advanced Access skills

Prerequisites

- Experience working with Microsoft Access
- Working knowledge of database design and creation, form design and creation, report design and creation
- Working knowledge of database querying and the various table relationships

Objectives

- 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

Description

Access Training - Advanced

Niveau

Avancé

Classroom Registration Price (CHF)

1300

Virtual Classroom Registration Price (CHF)

1200

Duration (in Days)

2

Reference

MOA-11