Access – Advanced

Description

This course is designed to provide participants with in-depth knowledge of the advanced features of Microsoft Access software. Access is a relational database management system widely used for creating, manipulating and analysing data.

During this training, participants will learn how to exploit the advanced features of Access to effectively manage large amounts of data, automate complex tasks and optimise the performance of their databases.

Course Content
Module 1: Implementing Advanced Form Design

- Lesson 1: Add Controls to Forms
- Lesson 2: Enhance Navigation and Organization of Forms
- Lesson 3: Apply Conditional Formatting

Module 2: Sharing Data Across Applications

- Lesson 1: Import Data into Access
- Lesson 2: Export Access Data
- Lesson 3: Link Tables to External Data Sources
- Lesson 4:Create a Mail Merge

Module 3: Using Macros to Improve User Interface Design

- Lesson 1: Create a Macro
- Lesson 2: Restrict Records Using a Condition
- Lesson 3: Validate Data Using a Macro
- Lesson 4: Automate Data Entry Using a Macro

Module 4: Using VBA

- Lesson 1: Getting Started with VBA
- Lesson 2: Enhance Access Using VBA

Module 5: Using Advanced Database Management

© Copyright ITTA – All contents are protected by copyright.

- Lesson 1: Manage a Database
- Lesson 2: Determine Object Dependency
- Lesson 3: Document a Database

Module 6: Distributing and Securing a Database

- Lesson 1: Splitting a Database for Multiple User Access
- Lesson 2: Implement Security
- Lesson 3: Convert an Access Database to an ACCDE File
- Lesson 4: Package a Database with a Digital Signature

Module 7: Managing Switchboards

- Lesson 1: Create a Database Switchboard
- Lesson 2: Modify a Database Switchboard
- Lesson 3: Set Startup Options

Lab / Exercises

- Practice exercises will be given at the end of each module

Documentation

- Digital course material included

Participant profiles

- Database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced 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

Niveau
Avancé
Classroom Registration Price (CHF)
1300
Virtual Classroom Registration Price (CHF)
1200
Duration (in Days)
2
Reference

© Copyright ITTA – All contents are protected by copyright.

© Copyright ITTA – All contents are protected by copyright.