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Let's Reach For Excellence!

Microsoft Access 2013 Advanced Skills

Duration: 01 day

You've covered many of the basic functions of Microsoft® Office 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 multi-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers. Today's training, added to that which you've gained from the previous two days, rounds out your Access education and provides you with marketable job skills.

AUTODESK Authorized Training
Microsoft Silver Learning
amazon web services Partner Network Authorized Training
SOLIDWORKS Authorized Training
Accredited Training Center EC-Council
PEARSON VUE-Authorized Test Center
KRYTERION GLOBAL TESTING SOLUTIONS

COURSE OBJECTIVES

Upon successful completion of this course, students will be able to:

- Customize a form layout to improve usability and efficiency of data entry.
- Add user interface features to validate data entry.
- Use macros to improve user interface design.
- 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.

TARGET STUDENT

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills.

PREREQUISITES

To ensure your success in your course you should have experience working with Microsoft Access 2013, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships. You can obtain this level of skill and knowledge by taking the following Logical Operations courses:

- *Microsoft® Office Access® 2013: Part 1 & 2*

COURSE OUTLINE

Lesson 1: Implementing Advanced Form Design

- **Topic A:** Add Controls to Forms
- **Topic B:** Create Sub forms
- **Topic C:** Organize Information with Tab Pages
- **Topic D:** Enhance Navigation of Forms
- **Topic E:** Apply Conditional Formatting

Lesson 2: Using Data Validation

- **Topic A:** Field Validation
- **Topic B:** Form and Record Validation

Lesson 3: Using Macros to Improve User Interface Design

- **Topic A:** Create a Macro
- **Topic B:** Restrict Records Using a Condition
- **Topic C:** Validate Data Using a Macro
- **Topic D:** Automate Data Entry Using a Macro
- **Topic E:** Convert a Macro to VBA

Lesson 4: Using Advanced Database Management

- **Topic A:** Link Tables to External Data Sources
- **Topic B:** Manage a Database
- **Topic C:** Determine Object Dependency
- **Topic D:** Document a Database
- **Topic E:** Analyze the Performance of a Database

Lesson 5: Distributing and Securing a Database

- **Topic A:** Split a Database for Multiple User Access
- **Topic B:** Implement Security
- **Topic C:** Set Passwords
- **Topic D:** Convert an Access Database to an ACCDE File
- **Topic E:** Package a Database with a Digital Signature

Lesson 6: Managing Switchboards

- **Topic A:** Create a Database Switchboard
- **Topic B:** Modify a Database Switchboard
- **Topic C:** Set Startup Options