

Access 2013 - Level 2

Duration: **1 day**

Overview:

In this course, students 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.

Target Audience:

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2013 and need to learn advanced skills. This course is also for students who seek the Microsoft Office Specialist (MOS) certification and who want to prepare for Exam 77-885, Microsoft Office 2013.

Lesson 1: Implementing Advanced Form Design

- Add Controls to Forms
- Create Subforms
- Organise Information with Tab Pages
- Enhance Navigation of Forms
- Apply Conditional Formatting

Lesson 2: Using Data Validation

- Field and Record Validation
- Form Validation

Lesson 3: Using Macros to Improve User Interface Design

- Create a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro
- Convert a Macro to VBA

Lesson 4: Using Advanced Database Management

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyse the Performance of a Database

Lesson 5: Distributing and Securing a Database

- Splitting a Database for Multiple User Access
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

Lesson 6: Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Startup Options