

Access 2016 – Level 2

Duration: 1 day

Overview:

In this course, students add to their Access education in order to provide themselves with marketable job skills. This course builds on the foundational skills obtained by attending the Access 2016 – Level 1 course

Target Audience:

Students taking the course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

At Course completion:

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

- Design a relational database
- Create a table and table relationships
- Join tables and relate data within a table
- Improve table structure
- Import data into Access
- Export data to Access and text formats
- Create a mail merge
- Organise and format reports

Module 1: Implementing Advanced Form Design

- Add Controls to Forms
- Enhance Navigation and Organisation of Forms
- Apply Conditional Formatting

Module 2: Sharing Data Across Applications

- Import Data into Access
- Export Access Data
- Link tables to External Data sources
- Create a Mail Merger

Module 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

Module 4: Using VBA

- Getting started with VBA
- Enhance Access using VBA

Module 5: Using Advanced Database Management

- Manage a Database
- Determine Object Dependency
- Document a database

Module 6: Distributing and Securing a Database

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

Module 7: Managing Switchboards

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