

# Microsoft® Office Access® 2016: Part 3

## Course Specifications

**Course Number:** 091047

**Course Length:** 1 day

## Course Description

### Overview:

You've covered many of the basic functions of Microsoft® Office Access® 2016, 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 *Microsoft® Office Access® 2016: Part 1* and *Microsoft® Office Access® 2016: Part 2* courses, rounds out your Access education and provides you with marketable job skills.

Does this content need to be added?

### Course Objectives:

In this course, you will learn to create and manage a fundamental Access 2016 database.

You will:

- 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.

### Target Student:

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

### Prerequisites:

To ensure your success in your course you should have experience working with Microsoft Access 2016, 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® 2016: Part 1*
- *Microsoft® Office Access® 2016: Part 2*

## Course-specific Technical Requirements

### Hardware

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster 32-bit (x86) or 64-bit (x64) processor
- 1 gigabyte (GB) RAM (32-bit) or 2 GB RAM (64-bit)
- 16 GB available hard disk space (32-bit) or 20 GB (64-bit)
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- 1,024 × 768 resolution monitor recommended
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

### Software

- Microsoft® Windows® 10
- Microsoft® Office Professional 2016

## Course Content

### Lesson 1: Implementing Advanced Form Design

**Topic A:** Add Controls to Forms

**Topic B:** Enhance Navigation and Organization of Forms

**Topic C:** Apply Conditional Formatting

### Lesson 2: Sharing Data Across Applications

**Topic A:** Import Data into Access

**Topic B:** Export Access Data

**Topic C:** Link Tables to External Data Sources

**Topic D:** Create a Mail Merge

### **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

### **Lesson 4: Using VBA**

**Topic A:** Getting Started with VBA

**Topic B:** Enhance Access Using VBA

### **Lesson 5: Using Advanced Database Management**

**Topic A:** Manage a Database

**Topic B:** Determine Object Dependency

**Topic C:** Document a Database

### **Lesson 6: Distributing and Securing a Database**

**Topic A:** Splitting a Database for Multiple User Access

**Topic B:** Implement Security

**Topic C:** Convert an Access Database to an ACCDE File

**Topic D:** Package a Database with a Digital Signature

### **Lesson 7: Managing Switchboards**

**Topic A:** Create a Database Switchboard

**Topic B:** Modify a Database Switchboard

**Topic C:** Set Startup Options