Microsoft Office Access 2019/2024: Part 3

Course Specifications

Course Number:

091085

Course Length:

1 day

Course Description

Overview:

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 multiple-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

Course Objectives:

In this course, you will manage an Access database and add complex database features to improve its usability, efficiency, performance, and security.

You will:
- Share data across applications.
- Use action, unmatched, and duplicate queries to manage data.
- Create complex reports and forms.
- Use macros to improve user interface design.
- Use VBA to extend database capabilities.
- Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.
- Implement security strategies and distribute a database to multiple users.

Target Student:

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

Prerequisites:

To ensure your success in this course, you should have experience working with Access, including a working knowledge of database design and creation, form design and creation, report design and creation, and a working knowledge of database querying and the various table relationships.

SDT Learning, Corp.
PO Box 367698
San Juan PR 00936

Información: info@sdtpr.com
Apoyo Técnico: help@sdtpr.com
Webmaster: webmaster@sdtpr.com

Tel: (787) 589-8080

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:

- 1.6 GHz or faster 32-bit (x86) or 64-bit (x64) multi-core processor
- 4 gigabyte (GB) RAM (64-bit) or 2 GB RAM (32-bit)
- 20 GB available hard disk space (64-bit) or 16 GB (32-bit)
- Keyboard and mouse (or another pointing device)
- 1280 × 1024 or higher 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 10/11 Professional or Enterprise
- Microsoft Office Professional Plus

Course Content

Lesson 1: Importing and Exporting Table Data

Topic A: Import and Link Data

Topic B: Export Data

Topic C: Create a Mail Merge

Lesson 2: Using Queries to Manage Data

Topic A: Create Action Queries

Topic B: Create Unmatched and Duplicate Queries

Lesson 3: Creating Complex Reports and Forms

Topic A: Create Subreports

Topic B: Create a Navigation Form

Topic C: Show Details in Subforms and Popup Forms

Lesson 4: Creating Access Macros

Topic A: Create a Standalone Macro to Automate Repetitive Tasks

Topic B: Create a Macro to Program a User Interface Component

Topic C: Restrict Records by Using a Condition

Topic D: Create a Data Macro

SDT Learning, Corp.
PO Box 367698
San Juan PR 00936

Información: info@sdtpr.com
Apoyo Técnico: help@sdtpr.com
Webmaster: webmaster@sdtpr.com

Tel: (787) 589-8080

Lesson 5: Using VBA to Extend Database Capabilities

Topic A: Getting Started with VBA

Topic B: Using VBA with Form Controls

Lesson 6: Managing a Database

Topic A: Back Up a Database

Topic B: Manage Performance Issues

Topic C: Document a Database

Lesson 7: Distributing and Securing a Database

Topic A: Split 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