

Microsoft Access for Office 365: Part 3

Course Summary

Description

You've covered many of the basic functions of Microsoft® 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 separates database professionals from the casual database users or occasional designers.

This course is the third part of a three-course series that covers the skills needed to perform basic database design and development in Access.

- **Microsoft® Access® for Office 365™: Part 1** : *Focuses on the design and construction of an Access database*—viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.
- **Microsoft® Access® for Office 365™: Part 2** : *Focuses on optimization of an Access database*, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.
- **Microsoft® Access® for Office 365™: Part 3** (this course): *Focuses on managing the database and supporting complex database designs*, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.

Objectives

By the end of this course, students will be able to:

- 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.

Topics

- Importing and Exporting Table Data
- Using Queries to Manage Data
- Creating Complex Reports and Forms
- Creating Access Macros
- Using VBA to Extend Database Capabilities
- Managing a Database
- Distributing and Securing a Database

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Course Summary (cont)

Audience

Students taking this course are database administrators or prospective database administrators who have experience working with Access for Microsoft 365 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. You can obtain this level of skills and knowledge by taking the following Logical Operations courses:

- *Microsoft® Access® for Office 365™: Part 1*
- *Microsoft® Access® for Office 365™: Part 2*

Duration

One day

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Course Outline

- I. Importing and Exporting Table Data*
 - A. Import and Link Data
 - B. Export Data
 - C. Create a Mail Merge
- II. Using Queries to Manage Data*
 - A. Create Action Queries
 - B. Create Unmatched and Duplicate Queries
- III. Creating Complex Reports and Forms*
 - A. Create Subreports
 - B. Create a Navigation Form
 - C. Show Details in Subforms and Popup Forms
- IV. Creating Access Macros*
 - A. Create a Standalone Macro to Automate Repetitive Tasks
 - B. Create a Macro to Program a User Interface Component
 - C. Filter Records by Using a Condition
 - D. Create a Data Macro
- V. Using VBA to Extend Database Capabilities*
 - A. Introduction to VBA
 - B. Use VBA with Form Controls
- VI. Managing a Database*
 - A. Back Up a Database
 - B. Manage Performance Issues
 - C. Document a Database
- VII. Distributing and Securing a Database*
 - A. Split a Database for Multiple-User Access
 - B. Implement Security
 - C. Convert an Access Database to an ACCDE File
 - D. Package a Database with a Digital Signature