



Microsoft® Office Access® 2019: Part 3

Duration: 2 Days

Method: Instructor-Led Training (ILT)

Certification: Microsoft Office Specialist (MOS): Access Expert — **Exam:** MO-500

Course Description

Participants have covered many of the basic functions of Microsoft Office Access, and now they are 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 casual database users or occasional designers.

NOTE: This course is the **third** part of a **three**-course series that covers the skills needed to perform database design and development in Access 2019.

- Microsoft Office Access 2019: Part 1
- Microsoft Office Access 2019: Part 2
- Microsoft Office Access 2019: Part 3 (This course)

Target Audience

This course is intended for:

- Database administrators or prospective database administrators who have experience working with Access 2019 and need to learn advanced skills.

Prerequisites

To attend this course, candidates must have completed the following courses or have the equivalent knowledge and skills:

- Microsoft Office Access 2019: Part 1
- Microsoft Office Access 2019: Part 2

Course Objectives

Upon successful completion of this course, attendees 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.



Course Topics

Module 1: Importing and Exporting Table Data

- Import and Link Data
- Export Data
- Create a Mail Merge

Module 2: Using Queries to Manage Data

- Create Action Queries
- Create Unmatched and Duplicate Queries

Module 3: Creating Complex Reports and Forms

- Create Subreports
- Create a Navigation Form
- Show Details in Subforms and Popup Forms

Module 4: Creating Access Macros

- Create a Standalone Macro to Automate Repetitive Tasks
- Create a Macro to Program a User Interface Component
- Restrict Records by Using a Condition
- Create a Data Macro

Module 5: Using VBA to Extend Database Capabilities

- Getting Started with VBA
- Using VBA with Form Controls

Module 6: Managing a Database

- Back-Up a Database
- Manage Performance Issues
- Document a Database

Module 7: Distributing and Securing a Database

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

ACTIVITIES INCLUDED

