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TECHNOLOGY TRAINING & SOLUTIONS  
"Training You Can Really Use"

# Microsoft® Office Access® 2010: Part 3

**Duration: 2 Days**

**Method: Instructor-Led Training (ILT) | Live Online Training**

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**Certification:** Microsoft Office Specialist (MOS) Access 2010 —  
**Exam:** 77-885

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## Course Description

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 multi-user access, and more. Knowledge of these features separate database professionals from casual database users or occasional designers. This course, adds on to the knowledge and skills participants have gained previously and, rounds out their Access education and provides them with marketable job skills.

## Target Audience

This course is intended for:

- Database administrators or prospective database administrators who have experience working with Access 2010 and need to learn advanced skills.

## Prerequisites

To attend this course, candidates must have:

- Experience working with Microsoft Access 2010, including working knowledge of database design and creation, form design and creation, report design and creation, working knowledge of database querying, and the various table relationships. To obtain this level of skill and knowledge, take the following courses:
  - *Microsoft Office Access 2010: Part 1*
  - *Microsoft Office Access 2010: Part 2*



## Exam Details

<b>Exam Code:</b>	• 77-885
<b>Length of Exam:</b>	• 90 Minutes
<b>Number of Questions:</b>	• 50
<b>Passing Score:</b>	• 70%
<b>Question Format:</b>	• Multiple Choice/Build a Tree, Reorder, and Simulation

## Course Objectives

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

- Customize a form layout to improve usability and efficiency of data entry.
- Add user interface features to validate data entry.
- Use macros to improve user interface design.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lockdown and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the start-up options.

## Course Topics

### Module 1: Advanced Form Design

- Add Controls to Forms
- Create Subforms
- Organize Information with Tab Pages
- Display a Summary of Data in a Form
- Apply Conditional Formatting

### Module 2: Data Validation

- Field and Record Validation
- Form Validation



## Course Topics *Continued*

### 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
- Convert a Macro to VBA

### Module 4: Advanced Database Management

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyse the Performance of a Database

### Module 5: Distributing and Securing a Database

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

### Module 6: Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Start-up Options

## ACTIVITIES INCLUDED