



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Access® 2013: Part 3

Duration: 2 Days

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

Certification: Microsoft Office Specialist (MOS): Access 2013 —
Exam: 77-424

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 training, added to that which participants have gained from the previous two levels or experience, 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 2013 and need to learn advanced skills.

Prerequisites

To attend this course, candidates must have:

- Experience working with Microsoft Access 2013, including a 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. Candidates can obtain this level of skill and knowledge by taking the following courses:
 - *Microsoft Office Access 2013: Part 1*
 - *Microsoft Office Access 2013: Part 2*



Exam Details

Exam Code:	• 77-424
Length of Exam:	• 120 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

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

Lesson 1: Implementing Advanced Form Design

- Add Controls to Forms
- Create Subforms
- Organize Information with Tab Pages
- Enhance Navigation of Forms
- Apply Conditional Formatting

Lesson 2: Using Data Validation

- Field Validation
- Form and Record Validation



Course Topics *Continued*

Lesson 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

Lesson 4: Using Advanced Database Management

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

Lesson 5: Distributing and Securing a Database

- Split 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

Lesson 6: Managing Switchboards

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

ACTIVITIES INCLUDED