



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

# Microsoft® Office Access® 2021: Part 3

**Duration: 1 Day**

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

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**Certification:** Microsoft Office Specialist (MOS): Access Expert  
(Office 365 and Office 2021) — **Exam:** MO-500

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## Course Description

You have covered many of the basic functions of Microsoft® Office Access®, and now you 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 separates database professionals from casual database users or occasional designers. Thus, this course will focus on managing the database and supporting complex database designs. Participants will learn to import and export data, use action queries to manage data, create complex forms and reports, macros and VBA, and tools and strategies to manage, distribute, and secure a database.

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

- Microsoft Office Access 2021: Part 1
- Microsoft Office Access 2021: Part 2
- Microsoft Office Access 2021: Part 3

## Target Audience

This course is intended for:

- (Prospective) Database administrators who have experience working with Access 2021 and need to learn advanced skills.

## Prerequisites

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

- Microsoft® Office Access® 2021: Part 1
- Microsoft® Office Access® 2021: Part 2



**Microsoft** Partner

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## 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

