Microsoft® Access® for Office 365™: Part 3

Duration: 1 Day
Method: Instructor-Led Training (ILT) | Live Online Training

*Certification: Microsoft Office Specialist: Microsoft Access Expert (Access 365 and Access 2019) — **Exam:** MO-500: Microsoft Access Expert (Access 365 and Access 2019)*

Course Description

Once participants have covered many of the basic functions of Microsoft Access, they are ready to learn advanced Access features. In this course, features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more will be covered. Knowledge of these features separate database professionals from casual database users or occasional designers.

Target Audience

This course is intended for:

- Database administrators
- Prospective database administrators
- Persons who wish to prepare for the certification exam.

Prerequisites

To attend this course, candidates must have:

- Experience working with Access for Office 365, 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.

-OR-

- 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*

Microsoft Partner

Unit #2, Braemar Suites, 1D-1E Braemar Avenue, Kingston 10
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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
- Filter Records by Using a Condition
- Create a Data Macro

Module 5: Using VBA to Extend Database Capabilities

- Introduction to VBA
- Use 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

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