

Access 2016 - Part 2

Overview

You've covered many of the basic functions of Microsoft® Office Access® 2016, 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 the casual database users or occasional designers.

Prerequisites

- Access 2016 - Part 1

Prerequisite Comments

To ensure your success, it is recommended you have completed Microsoft® Office Access® 2016: Part 1 or possess equivalent knowledge. It is also suggested that you have end-user skills with any current version of Windows, including being able to start programs, switch between programs, locate saved files, close programs, and use a browser to access websites. You can obtain this level of skills and knowledge by taking either of the following Logical Operations courses, or any similar courses in general Microsoft Windows skills:

Using Microsoft® Windows® 10
or

Microsoft® Windows® 10: Transition from Windows® 7
Microsoft® Office Access® 2016: Part 1

Target Audience

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2016 and need to learn advanced skills.

Course Objectives

In this course, you will learn to create and manage a fundamental Access 2016 database.

[Register Online](#)

Schedule

Class Length: 2 Days

G2R = "Guaranteed to Run" | OLL = "Online LIVE"
ILT = "Instructor-Led-Training"

12/10/20	G2R	9:00AM - 5:00PM	Online LIVE	OLL	\$590.00
02/04/21	G2R	9:00AM - 5:00PM	Online LIVE	OLL	\$590.00
05/13/21	G2R	11:00AM - 7:00PM	Online LIVE	OLL	\$590.00

You will:

- Customize a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organize data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

Course Outline

1 - Implementing Advanced Form Design

Add Controls to Forms
Enhance Navigation and Organization of Forms
Apply Conditional Formatting

2 - Sharing Data Across Applications

Import Data into Access
Export Access Data
Link Tables to External Data Sources
Create a Mail Merge

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

4 - Using VBA

Getting Started with VBA
Enhance Access Using VBA

5 - Using Advanced Database Management

Manage a Database
Determine Object Dependency
Document a Database

6 - Distributing and Securing a Database

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

7 - Managing Switchboards

Create a Database Switchboard
Modify a Database Switchboard
Set Startup Options

Related Courses, Certifications, Exams ---

- Access 2016 - Part 1
-