

## Access 2016 - Part 2

### Overview

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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

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- Access 2016 - Part 1

### Prerequisite Comments

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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

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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

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

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

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### 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

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- Access 2016 - Part 1
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