
Microsoft Access for Office 365 (Desktop or Online) - Part 2

Overview

In this course, you will expand your knowledge of relational database design; promote quality input from users; improve database efficiency and promote data integrity; and implement advanced features in tables, queries, forms, and reports. Extending your knowledge of Access will result in a robust, functional database for your users. This course covers Microsoft Office Specialist Program exam objectives to help you prepare for the Access Expert (Office 365 and Office 2019): Exam MO-500 certification.

Prerequisite Comments

To ensure your success in this course, it is recommended you have completed Microsoft® Access® for Office 365™: 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

Microsoft® Windows® 10: Transition from Windows® 7

Target Audience

This course is designed for students wishing to gain intermediate-level skills or individuals whose job responsibilities include constructing relational databases and developing tables, queries, forms, and reports in Microsoft Access for Office 365.

Course Objectives

In this course, you will optimize an Access database.

You will:

Provide input validation features to promote the entry of quality data into a database.

Organize a database for efficiency and performance, and to maintain data integrity.

Improve the usability of Access tables.

Create advanced queries to join and summarize data.

Use advanced formatting and controls to improve form presentation.

Use advanced formatting and calculated fields to improve reports.

Course Outline

1 - Improving Table Usability

Topic A: Create Lookups Within a Table

Topic B: Work with Subdatasheets

2 - Creating Advanced Queries

Topic A: Create Query Joins
Topic B: Create Subqueries
Topic C: Summarize Data

3 - Improving Form Presentation

Topic A: Apply Conditional Formatting
Topic B: Create Tab Pages with Subforms and Other Controls

4 - Creating Advanced Reports

Topic A: Apply Advanced Formatting to a Report
Topic B: Add a Calculated Field to a Report
Topic C: Control Pagination and Print Quality
Topic D: Add a Chart to a Report

5 - Importing and Exporting Table Data

Topic A: Import and Link Data
Topic B: Export Data
Topic C: Create a Mail Merge

6 - Using Queries to Manage Data

Topic A: Create Action Queries
Topic B: Create Unmatched and Duplicate Queries

7 - Creating Complex Reports and Forms

Topic A: Create Subreports
Topic B: Create a Navigation Form
Topic C: Show Details in Subforms and Popup Forms

8 - Creating Access Macros

Topic A: Create a Standalone Macro to Automate Repetitive Tasks
Topic B: Create a Macro to Program a User Interface Component
Topic C: Filter Records by Using a Condition
Topic D: Create a Data Macro

9 - Using VBA to Extend Database Capabilities

Topic A: Introduction to VBA
Topic B: Using VBA with Form Controls

10 - Managing a Database

Topic A: Back Up a Database
Topic B: Manage Performance Issues
Topic C: Document a Database

11 - Distributing and Securing a Database

Topic A: Split a Database for Multiple-User Access
Topic B: Implement Security
Topic C: Convert an Access Database to an ACCDE File
Topic D: Package a Database with a Digital Signature
