APPLIED TECHNOLOGY ACADEMY

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Microsoft Access for Office 365: Part 3 Training

Microsoft Authorized Training · Applied Technology Academy

You've covered many of the basic functions of Microsoft® Access®, 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 multiple-user access, and more. Knowledge of these features separates database professionals from the casual database users or occasional designers.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Intermediate	**1 Day**	**1 year: Microsoft® Access®**	**$74,000**	**No**

Course Overview

This course is the third part of a three-course series that covers the skills needed to perform basic database design and development in Access®. In this course, you will manage an Access® database and add complex database features to improve its usability, efficiency, performance, and security.

You will:

- 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 Outline

- **Lesson 1: Importing and Exporting Table Data**
  - Import and Link Data
  - Export Data
  - Create a Mail Merge
- **Lesson 2: Using Queries to Manage Data**
  - Create Action Queries
  - Create Unmatched and Duplicate Queries
- **Lesson 3: Creating Complex Reports and Forms**

  - Create Subreports
  - Create a Navigation Form
  - Show Details in Subforms and Popup Forms
- **Lesson 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
- **Lesson 5: Using VBA to Extend Database Capabilities**
  - Introduction to VBA
  - Use VBA with Form Controls
- **Lesson 6: Managing a Database**
  - Back Up a Database
  - Manage Performance Issues
  - Document a Database
- **Lesson 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

Intended Audience

Students taking this course are database administrators or prospective database administrators who have experience working with Access® for Microsoft 365™ and need to learn advanced skills.

Prerequisites

To ensure your success in this course, you should have experience working with Access®, 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.

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

Follow-On Courses

- Microsoft Excel for Office 365 – Part 1
- Microsoft Excel for Office 365 – Part 2

- Microsoft Excel for Office 365 – Part 3

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.