



Microsoft Access 2016: Advanced

Overview: This course covers the advanced features of Access 2016. Students will learn how to implement advanced form design, share data across applications, use macros to improve UI design, and use VBA to enhance tasks. They will also learn how to organize data into appropriate tables to ensure data dependency and minimize redundancy, lock down and prepare a database for distribution to multiple users and create and modify a database switchboard.

Prerequisites: To ensure your success, students should have completed CMC's *Microsoft Office Access 2016: Introduction and Access 2016: Intermediate* courses or have equivalent knowledge.

Course Length: One Day

Course Content

Lesson 1: Implementing Advanced Form Design

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

Lesson 2: Sharing Data Across Applications

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

Lesson 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

Lesson 4: Using VBA

Getting Started with VBA
Enhance Access Using VBA

Lesson 5: Using Advanced Database Management

Manage a Database
Determine Object Dependency
Document a Database

Lesson 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

Lesson 7: Managing Switchboards

Create a Database Switchboard
Modify a Database Switchboard
Set Startup Options