



Microsoft Access Advanced

Overview: This course covers the advanced features of Access. 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 Beginning and Access 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