

Access Advanced

Course Code

SSAA1003

Duration

1 Day

Format

Classroom | Virtual

Overview

This course is intended to build on foundational knowledge of Microsoft Access. It will cover how to complete advanced form design tasks, add data validation, explore macros, better manage databases, secure databases, and much more.

Objectives

By the end of this course, delegates should be comfortable managing existing databases and completing light database development and management work. Delegates should also know how to find information about databases and use the validation techniques covered to ensure the integrity of the data that is collected.

Content

Lesson 1: Implementing Advanced Form Design

- Add Controls to Forms
- Set Form Controls
- Create Subforms
- Organise Information with Tab Pages
- Enhance Navigation with Forms
- Format a Form
- Apply Conditional Formatting

Lesson 2: Using Data Validation

- Form and Field Validation
- Data Validation Using Controls

Lesson 3: Using Macros to Improve User Interface Design

- Create a Macro

Prerequisites

Delegates should have attended the 2 Day Microsoft Access Essentials course or have equivalent knowledge.

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- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro
- Convert a Macro to VBA

Lesson 4: Using Advanced Database Management

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyse the Performance of a Database

Lesson 5: Distributing and Securing a Database

- Split a Database for Multiple User Access
- Implement Security
- Set Passwords
- Convert an Access Database to an ACCDE File

Lesson 6: Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Startup Options