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Microsoft Access 2013 - Level 3

Course Overview

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, and performing database maintenance.

Target Audience

This course is for the individual whose job responsibilities include working with heavily related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance.

Prerequisites

To ensure your success, knowledge of basic and intermediate features of Access tables, relationships, and queries, forms, and reports is recommended.

Duration

1 Day

Course Outline

Module 1: Implementing advanced form design

- Add controls to forms
- Create subforms
- Organize information with tab pages
- Enhance navigation of forms
- Apply conditional formatting

Module 2: Using data validation

- Field and record validation
- Form validation

Module 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
- Convert a macro to VBA





Module 4: Using advanced database management

- Link tables to external data sources
- Manage a database
- Determine object dependency
- Document a database
- Analyze the performance of a database

Module 5: Distributing and securing a database

- Splitting a database for multiple user access
- Implement security
- Set passwords
- Convert on Access database to an ACCDE file
- Package a database with a digital signature

Module 6: Managing switchboards

- Create a database switchboard
- Modify a database switchboard
- Set startup options

