

Gearing You For Growth

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Microsoft Access 2013 (Level 3)

Course Overview

The aim of this Microsoft Access 2013 (Advanced) course is to give delegates a grasp of the tools they need to exploit the high-level user skills of this software. Over the course of a dozen modules, delegates are introduced to many vital skills they can make use of in their workplace.

In this one-day course, delegates 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 delegates whose job responsibilities include working with heavily related tables, creating advanced queries, forms, reports, writing macros to automate common tasks, and performing general database maintenance.

Prerequisites

To ensure delegates success, knowledge of (Basic) also (Intermediate) features of Access tables, relationships, queries, forms, and reports is recommended.

Duration

- 1 Day



Course Outline

Module 1: Implementing advanced form design

- Add controls to forms.
- Create sub-forms.
- Organise 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.
- Analyse 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.