

Gearing You For Growth

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Microsoft Access (Level 3)

Course Overview

You have covered many of the basic functions of Microsoft Access, and now you are ready to learn advanced Microsoft Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access, and more.

Knowledge of these features separate database professionals from the casual database users or occasional designers. Today's training, added to that which you have gained from the Microsoft Access (Level 1) and Microsoft Access (Level 2) courses, rounds out your Access education and provides delegates with marketable job skills.

In this course, delegates will learn to create and manage a fundamental Microsoft Access database. Delegates will also:

- Customise a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organise data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

Target Audience

Delegates taking this course are database administrators or prospective database administrators who have experience working with Microsoft Access and need to learn advanced skills.

Prerequisites

To ensure your success, delegates should have experience working with Microsoft Access, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships. Delegates can obtain this level of skill and knowledge by taking the following Logical Operations courses:

- Microsoft Access (Level 1).
- Microsoft Access (Level 2).



Duration

- 1 Day

Course Outline

Module 1: Implementing advanced form design

- Add controls to forms.
- Enhance navigation and organization of forms.
- Apply conditional formatting.

Module 2: Sharing data across applications

- Import data into access.
- Export access data.
- Link tables to external data sources.
- Create a mail merge

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.

Module 4: Using VBA

- Getting started with VBA.
- Enhance access using VBA.