

Microsoft Office Access 2016: Part 3

Course Overview

This course will teach students how to implement advanced form design, share data across applications, use macros to improve user interface design, use VBA, use advanced database management, distribute and secure a database, and manage switchboards.

<u>Course Introduction</u>	4m
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<u>Chapter 01 - Implementing Advanced Form Design</u>	29m
Topic A: Add Controls to Forms	
The Original frmInventory View	
The frmInventory Target Layout	
Quick Styles	
Demo - Changing the Tab Order on a Form	
Topic B: Enhance Navigation and Organization of Forms	
Demo - Creating a Subform	
Demo - Creating Tab Pages	
Demo - Creating a Navigation Form	
Topic C: Apply Conditional Formatting	
Demo - Changing the Display of Data Conditionally	
Chapter 01 Review	
<u>Chapter 02 - Sharing Data Across Applications</u>	22m
Topic A: Import Data into Access	
External Data Tab—Import & Link Group	
Get External Data Wizard	
Demo - Importing Data from a Text File	
Demo - Importing Data from an Excel File	
Topic B: Export Access Data	
External Data Tab—Export Group	
Demo - Exporting Data	
Topic C: Link Tables to External Data Sources	
Linked Table Manager	
Demo - Using an External Data Source	
Topic D: Create a Mail Merge	
Microsoft Word Mail Merge Wizard	
Merge Fields	
The Mail Merge Task Pane	
Chapter 02 Review	

Chapter 03 - Using Macros to Improve User Interface Design

21m

Topic A: Create a Macro
The Macro Builder Window and Action Catalog
Macro Actions and Positioning Arrows
Form Field Events
Demo - Creating a Macro to Open a New Record on a Form
Topic B: Restrict Records by Using a Condition
The OpenForm Macro Action with Where Condition
Demo - Using the Where Condition to Restrict Data
Topic C: Validate Data by Using a Macro
Demo - Using a Macro to Validate Data
Topic D: Automate Data Entry by Using a Macro
Demo - Automating Data Entry with a Macro
Chapter 03 Review

Chapter 04 - Using VBA

15m

Topic A: Getting Started with VBA
The VBA Editor
Demo - Creating a Standard Module
Demo - Converting a Macro to VBA
Topic B: Enhance Access by Using VBA
Demo - Enhancing Forms with VBA
Chapter 04 Review

Chapter 05 - Using Advanced Database Management

15m

Topic A: Manage a Database
Demo - Compacting and Repairing a Database
Analysis Results
Demo - Using the Performance Analyzer
Topic B: Determine Object Dependency
The Object Dependencies Pane
Demo - Viewing Object Dependency
Topic C: Document a Database
The Documenter Dialog Box
Demo - Using the Database Documenter
Chapter 05 Review

Chapter 06 - Distributing and Securing a Database

15m

Topic A: Splitting a Database for Multiple-User Access
Viewing Tables in a Split Database
Demo - Splitting a Database
Topic B: Implement Security
The Message Bar
The Trust Center Dialog Box
Demo - Adding a Trusted Location
Demo - Setting a Database Password
Topic C: Convert an Access Database to an ACCDE File
Creating an ACCDE File
Quick Start Database Templates Menu

Template Customization
Demo - Converting a Database to ACCDE Format
Topic D: Package a Database with a Digital Signature
Chapter 06 Review

Chapter 07 - Managing Switchboards

13m

Topic A: Create a Database Switchboard
The Switchboard Manager's Main Screen
Demo - Creating a Simple Switchboard
Topic B: Modify a Database Switchboard
Demo - Modifying a Switchboard
Topic C: Set Start-up Options
Start-up Options for the Current Database
Error Checking Options
Demo - Setting Start-up Options
Chapter 07 Review
Course Closure

Total Duration: 2h 15m