

Microsoft Access Level III

Focuses on the more advanced concepts, including: restructuring data into appropriate tables to ensure data dependency and minimizing redundancy, writing advanced queries to analyze and summarize data, creating and revising Microsoft Access 2016 macros, customizing reports by using various Microsoft Access 2016 features, and maintaining their databases using Microsoft Access 2016 tools.

Group classes in NYC and on-site training is available for this course.

For more information, email nyc@careercenters.com or visit: careercenters.com/courses/microsoft-access-level-3-2016



nyc@careercenters.com • [212-684-5151](tel:212-684-5151)

Course Outline

Lesson 1: Implementing Advanced Form Design

- Topic A: Add Controls to Forms
- Topic B: Enhance Navigation and Organization of Forms
- Topic C: Apply Conditional Formatting

Lesson 2: Sharing Data Across Applications

- Topic A: Import Data into Access
- Topic B: Export Access Data
- Topic C: Link Tables to External Data Sources
- Topic D: Create a Mail Merge

Lesson 3: Using Macros to Improve User Interface Design

- Topic A: Create a Macro
- Topic B: Restrict Records Using a Condition
- Topic C: Validate Data Using a Macro
- Topic D: Automate Data Entry Using a Macro

Lesson 4: Using VBA

- Topic A: Getting Started with VBA
- Topic B: Enhance Access Using VBA

Lesson 5: Using Advanced Database Management

- Topic A: Manage a Database
- Topic B: Determine Object Dependency
- Topic C: Document a Database

Lesson 6: Distributing and Securing a Database

- Topic A: Splitting a Database for Multiple User Access
- Topic B: Implement Security
- Topic C: Convert an Access Database to an ACCDE File
- Topic D: Package a Database with a Digital Signature

Lesson 7: Managing Switchboards

- Topic A: Create a Database Switchboard
- Topic B: Modify a Database Switchboard
- Topic C: Set Startup Options