Course Content

Course Description:

You've covered many of the basic functions of Microsoft® Office Access®, and now you're ready to learn advanced Access features such as database management, advanced form design, packaging a database, encrypting a database, preparing a database for multiple-user access, and more. Knowledge of these features separate database professionals from the casual database users or occasional designers.

This course is the third part of a three-course series that covers the skills needed to perform basic database design and development in Access 2019.

At Course Completion:

Students will be able to:

- Share data across applications.
- Use action, unmatched, and duplicate queries to manage data.
- Create complex reports and forms.
- Use macros to improve user interface design.
- Use VBA to extend database capabilities.
- Perform database management tasks such as backup, compacting, repairing, performance analysis, checking object dependencies, and documenting.
- Implement security strategies and distribute a database to multiple users.

Prerequisites:

To ensure your success in this course, you should have experience working with Access 2019, including a working knowledge of database design and creation, form design and creation, report design and creation, and a working knowledge of database querying and the various table relationships. You can obtain this level of skills and knowledge by taking the following TCW courses:

- Access 2019 Level 1
- Access 2019 Level 2

Target Student:

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2019 and need to learn advanced skills.

Topics:

Lesson 1: Importing and Exporting Table Data
- Topic A: Import and Link Data
- Topic B: Export Data
- Topic C: Create a Mail Merge

Lesson 2: Using Queries to Manage Data
- Topic A: Create Action Queries
- Topic B: Create Unmatched and Duplicate Queries

Lesson 3: Creating Complex Reports and Forms
- Topic A: Create Subreports
- Topic B: Create a Navigation Form
- Topic C: Show Details in Subforms and Popup Forms

Lesson 4: Creating Access Macros
- Topic A: Create a Standalone Macro to Automate Repetitive Tasks
- Topic B: Create a Macro to Program a User Interface Component
- Topic C: Restrict Records by Using a Condition
- Topic D: Create a Data Macro

Lesson 5: Using VBA to Extend Database Capabilities
- Topic A: Getting Started with VBA
- Topic B: Using VBA with Form Controls

Lesson 6: Managing a Database
- Topic A: Back Up a Database
- Topic B: Manage Performance Issues
- Topic C: Document a Database

Lesson 7: Distributing and Securing a Database
- Topic A: Split 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

Appendix A: Mapping Course Content to Access Expert (Office 365 and Office 2019): Exam MO-500

Appendix B: Microsoft® Office Access® 2019 Common Keyboard Shortcuts