



Microsoft Access for Office 365: Level 3

Course ID #: 7000-832-ZZ-Z

Hours: 7

Course Content

Course Description:

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.

Microsoft Access for Office 365: Level 1: Focuses on the design and construction of an Access database — viewing, navigating, searching, and entering data in a database, as well as basic relational database design and creating simple tables, queries, forms, and reports.

Microsoft Access for Office 365: Level 2: Focuses on optimization of an Access database, including optimizing performance and normalizing data; data validation; usability; and advanced queries, forms, and reports.

Microsoft Access for Office 365: Level 3 (this course): Focuses on managing the database and supporting complex database designs, including import and export of data; using action queries to manage data; creating complex forms and reports; macros and Visual Basic for Applications (VBA); and tools and strategies to manage, distribute, and secure a database.

This course may be a useful component in your preparation for the Microsoft Access Expert (Microsoft 365 Apps and Office 2019): Exam MO-500 certification exam.

Course Objectives:

Upon successful completion of this course students will:

- Manage an Access database and add complex database features to improve its usability, efficiency, performance, and security.
- 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, including a working knowledge of database design and creation, form design and creation, report design and



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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 courses:

Microsoft Access for Office 365: Level 1

Microsoft Access for Office 365: Level 2

Target Audience:

Students taking this course are database administrators or prospective database administrators who have experience working with Access for Microsoft 365 and need to learn advanced skills.

Topics:

Lesson 1: Importing and Exporting Table Data

- Import and Link Data
- Export Data
- Create a Mail Merge

Lesson 2: Using Queries to Manage Data

- Create Action Queries
- Create Unmatched and Duplicate Queries

Lesson 3: Creating Complex Reports and Forms

- Create Subreports
- Create a Navigation Form
- Show Details in Subforms and Popup Forms

Lesson 4: Creating Access Macros

- Create a Standalone Macro to Automate Repetitive Tasks
- Create a Macro to Program a User Interface Component
- Filter Records by Using a Condition
- Create a Data Macro

Lesson 5: Using VBA to Extend Database Capabilities

Capabilities

- Introduction to VBA
- Use VBA with Form Controls

Lesson 6: Managing a Database

- Back Up a Database
- Manage Performance Issues
- Document a Database

Lesson 7: Distributing and Securing a Database

- Split a Database for Multiple-User Access
- Implement Security
- Convert an Access Database to an ACCDE File
- Package a Database with a Digital Signature

Register for this class by visiting us at:

www.tcworkshop.com or calling us at 800-639-3535