



Microsoft Access 2016 Advanced Essentials

2115; 2 Days, Instructor-led

Course Description

Microsoft Office Access 2016 is the newest version of Microsoft's popular database program. This, the second part of a two-level course, explores advanced Access features. Whether you're using Access for the first time, or have been using it for years, this course will help you make the most of Access 2016's features and tools.

Course Outline

Using Data Validation

- Field Validation
- Form and Record Validation

Creating Advanced Queries

- Create Parameter Queries
- Create Action Queries
- Find Duplicates and Unmatched Queries
- Summarize Data with Queries

Implementing Advanced Form Design

- Add Controls to a Form
- Set Form Controls
- Create Sub-forms
- Organize Information with Tabs
- Enhance Navigation with Forms
- Format a Form
- Apply Conditional Formatting

Sharing Data Across Applications

- import Data
- Export Data

Advanced Reporting

- Organize Report Information
- Format Reports
- Include a Chart in a Report
- Add a Calculated Field to a Report
- Add Sub-report to an Existing report

Using Macros to Improve User Interface Design

- Create a Macro
- Run Macros
- Edit Macros

Using Advanced Database Management

- Link Tables to External Data Sources
- Manage a Database
- Determine Object Dependency
- Document a Database
- Analyze the Performance of a Database

Distributing and Securing a Database

- Split a Database for Multiple User Access
- Implement Security
- Set Passwords
- Convert Access to ACCDE File

Managing Switchboards

- Create a Database Switchboard
- Modify a Database Switchboard
- Set Startup Options