



# Microsoft Access (Advanced)

2016



# Topics Covered:

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## **Implementing Advanced Form Design**

- Add Controls to Forms
- Enhance Navigation and Organization of Forms
- Apply Conditional Formatting

## **Sharing Data Across Applications**

- Import Data into Access
- Export Access Data
- Link Tables to External Data Sources
- Create a Mail Merge

## **Using Macros to Improve User Interface Design**

- Create a Macro
- Restrict Records Using a Condition
- Validate Data Using a Macro
- Automate Data Entry Using a Macro

## **Using VBA**

- Getting Started with VBA
- Enhance Access Using VBA\

## **Using Advanced Database Management**

- Manage a Database
- Determine Object Dependency
- Document a Database

## **Distributing and Securing a Database**

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

## **Managing Switchboards**

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

# Course Details:

## Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

## Envisage Training:

- Computer Training
- ICT & Software Applications
- Professional Development
- Training Needs Analysis

## Delivery Modes:

- On-Site
- Customised Courses



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## Duration:

1 Full Day

## After completing this course, students will know how to:

- Customise a form layout to improve usability and efficiency of data entry.
- Share data across applications.
- Use macros to improve user interface design.
- Use VBA to enhance tasks.
- Organise data into appropriate tables to ensure data dependency and minimize redundancy.
- Lock down and prepare a database for distribution to multiple users.
- Create and modify a database switchboard and set the startup options.

## Course Pre-requisites:

This course assumes participants will have an intermediate level of knowledge of **Microsoft Access 2016**.

## Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft suite. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

- Microsoft OneNote
- Microsoft Excel
- Microsoft Project

