



Microsoft Access (Advanced)

2016



Topics Covered:

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



Tel: (07) 3325 3267
Fax: (07) 3264 4488
Post: PO Box 731
Albany Creek QLD 4053

Email: info@envisagetraining.com.au
Web: www.envisagetraining.com.au

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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