

# Access 2010 - Part 2

## Course Overview

Students will learn advanced Access features such as, database management, advanced form design, packaging a database, encrypting a database, preparing a database for multi-user access and more.

This is a 2-day class



## Who Should Attend

Students taking this course are database administrators or prospective database administrators who have experience working with Access 2010 and need to learn advanced skills.

## Course Objectives

Upon successful completion of this course, students will be able to:

- Restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- Write advanced queries to analyze and summarize data.
- Create macros.
- Customize reports by using various Access features.
- Maintain your database using Access tools.

## Other Prerequisites

To ensure your success in your course you should have experience working with Microsoft Access 2010, including a working knowledge of database design and creation, form design and creation, report design and creation, a working knowledge of database querying and the various table relationships.

## Course Outline

### 1 Advanced Form Design

- Adding Controls to Forms
- Creating Subforms
- Organizing Information with Tab Pages
- Displaying a Summary of Data in a Form
- Applying Conditional Formatting

### 2 Data Validation

- Field and Record Validation
- Form Validation

### 3 Using Macros to Improve User Interface Design

- Creating a Macro
- Restricting Records Using a Condition
- Validating Data Using a Macro
- Automating Data Entry Using a Macro
- Converting a Macro to VBA

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## 4 Advanced Database Management

- Linking Tables to External Data Sources
- Managing a Database
- Determining Object Dependency
- Documenting a Database
- Analyzing the Performance of a Database

## 5 Distributing and Securing a Database

- Preparing a Database for Multiple User Access
- Implementing Security
- Setting Passwords
- Converting an Access Database to an ACCDE File
- Packaging a Database with a Digital Signature

## 6 Managing Switchboards

- Creating a Database Switchboard
- Modifying a Database Switchboard
- Setting Startup Options