

Access 2013 - Part 2

Course Overview

In this course, students will expand their knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports.

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 2013 and need to learn advanced skills. This course is also for students who seek the Microsoft Office Specialist (MOS) certification and who want to prepare for Exam 77-885, Microsoft Office 2013. NOTE: To ensure your success, it is recommended you have completed Microsoft Office Access 2013: Part 1, or possess equivalent knowledge.

Other Prerequisites

To ensure your success, it is recommended you have completed Microsoft® Office Access® 2013: Part 1, or possess equivalent knowledge.

Course Outline

1 Implementing Advanced Form Design

- Add Controls to Forms
- Create Subforms
- Organize Information with Tab Pages
- Enhance Navigation of Forms
- Apply Conditional Formatting

2 Using Data Validation

- Field and Record Validation
- Form Validation

3 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
- Convert a Macro to VBA

4 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

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5 Distributing and Securing a Database

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

6 Managing Switchboards

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