

Microsoft Access 2016 Level 3

About this course

Your training in and use of Microsoft Office Access 2016 has provided you with a solid foundation in the basic and intermediate skills for working in Microsoft Office Access 2016. You have worked with the various Access objects, such as tables, queries, forms, and reports. In this course, you will extend your knowledge into some of the more specialized and advanced capabilities of Access by structuring existing data, writing advanced queries, working with macros, enhancing forms and reports, and maintaining a database.

You will create complex Access databases by structuring existing data, writing advanced queries, working with macros, making effective use of forms and reports, and by performing database maintenance.

Target Audience:

The Level 3 course is for the individual whose job responsibilities include working with related tables; creating advanced queries, forms, and reports; writing macros to automate common tasks; and performing general database maintenance. It is also designed as one in a series of courses for delegates pursuing the Microsoft Office Specialist Certification for Microsoft Office Access 2016, and it is a prerequisite to take more advanced courses in Microsoft Office Access 2016.

Prerequisites

- Understand the steps required to properly design a database
- Create a database
- Create tables and table relationships
- Control data entry with field properties
- Create queries and understand query joins
- Create forms and subforms
- Create reports and subreports
- Add and format controls on forms and reports
- Import and export data

Delegates will learn how to

- restructure data into appropriate tables to ensure data dependency and minimize redundancy.
- write advanced queries to analyze and summarize data.
- create and revise Access 2016 macros.
- display data more effectively in a form.
- customize reports by using various Access 2016 features, thus making them more effective.
- maintain your database using tools provided by Access 2016.

Outline

Lesson 1: Structuring Existing Data

Topic 1A: Analyse Tables

Topic 1B: Create a Junction Table

Topic 1C: Improve the Table Structure

Lesson 2: Writing Advanced Queries

Topic 2A: Create Subqueries

Topic 2B: Create Unmatched and Duplicate Queries

Topic 2C: Group and Summarize Records Using Criteria

Topic 2D: Summarize Data Using a Crosstab Query

Topic 2E: Create a PivotTable and a PivotChart

Lesson 3: Simplifying Tasks with Macros

Topic 3A: Create a Macro

Topic 3B: Attach a Macro

Topic 3C: Restrict Records Using a Condition

Topic 3D: Validate Data Using a Macro

Topic 3E: Automate Data Entry Using a Macro

Lesson 4: Making Effective Use of Forms

Topic 4A: Display a Calendar on a Form

Topic 4B: Organize Information with Tab Pages

Topic 4C: Display a Summary of Data in a Form

Lesson 5: Making Reports More Effective

Topic 5A: Include a Chart in a Report

Topic 5B: Print Data in Columns

Topic 5C: Cancel Printing of a Blank Report

Topic 5D: Create a Report Snapshot

Lesson 6: Maintaining an Access Database

Topic 6A: Link Tables to External Data Sources

Topic 6B: Manage a Database

Topic 6C: Determine Object Dependency

Topic 6D: Document a Database

Topic 6E: Analyze the Performance of a Database

Lesson 7: Managing Switchboards

Topic 7A: Create a Database Switchboard

Topic 7B: Modify a Database Switchboard

Topic 7C: Set the Startup Options

Lesson 8: Distributing and Securing Databases

Topic 8A: Split a Database

Topic 8B: Implement Security

Topic 8C: Set Passwords

Topic 8D: Convert an Access Database to an ACCDE File