COURSE SYLLABUS

Microsoft Access Level III

Explore advanced Access forms, macros, VBA, and database management. Learn to customize navigation and prepare databases for multiple users.

Group classes (NYC) and onsite training are available for this course. For more information, email corporate@nobledesktop.com or visit: https://training-nyc.com/courses/microsoft-access-level-3-2016



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Course Outline

Lesson 1: Implementing Advanced Form Design

- Topic A: Add Controls to Forms
- Topic B: Enhance Navigation and Organization of Forms
- Topic C: Apply Conditional Formatting

Lesson 2: Sharing Data Across Applications

- Topic A: Import Data into Access
- Topic B: Export Access Data
- Topic C: Link Tables to External Data Sources
- Topic D: Create a Mail Merge

Lesson 3: Using Macros to Improve User Interface Design

- Topic A: Create a Macro
- Topic B: Restrict Records Using a Condition
- Topic C: Validate Data Using a Macro
- Topic D: Automate Data Entry Using a Macro

Lesson 4: Using VBA

- Topic A: Getting Started with VBA
- Topic B: Enhance Access Using VBA

Lesson 5: Using Advanced Database Management

- Topic A: Manage a Database
- Topic B: Determine Object Dependency
- Topic C: Document a Database

Lesson 6: Distributing and Securing a Database

- Topic A: Splitting a Database for Multiple User Access
- Topic B: Implement Security

- Topic C: Convert an Access Database to an ACCDE File
- Topic D: Package a Database with a Digital Signature

Lesson 7: Managing Switchboards

- Topic A: Create a Database Switchboard
- Topic B: Modify a Database Switchboard
- Topic C: Set Startup Options